Title: Payroll Accountant
Dept.: Business Office
Reports to: Payroll Manager
Effective Date: Revised June 2019

General Position Summary:
This position is part of a collaborative team responsible for providing seamless, accurate, and efficient in-house payroll operations and reconciliations. Provide responsive time entry and accrual technical support, training, and dedicated customer service to library staff at all service points of the organization. Maintain the ongoing integrity of the payroll and accounting functions. Work closely with the internal accounting team to troubleshoot complex issues and lead with a growth mindset and collaborative attitude. Manage multiple and competing priorities and play an important role in the synchronization and effectiveness of the payroll team.

Manage in-depth payroll account reconciliation, take monthly batches and map back to the General Ledger, and produce transactional and accrual journal entries ongoing. Collaborate with third-party providers who oversee garnishment and tax levy processing to ensure all regulatory obligations and customer service needs are met. Standardize and optimize the payroll accounting function by ensuring all aspects of payroll and benefits workflows are completed in an accurate and timely manner and in compliance with all applicable legal and organizational requirements.

Essential Duties/Major Responsibilities
1. Perform month end activities which includes preparing all monthly journal entries and reconciling key payroll related balance sheet and income statement accounts.
2. Enhance end-to-end payroll accounting function.
3. Perform special projects as assigned, including systems and process reengineering and user testing.
4. Process off-cycle payrolls, process garnishments, and serve as backup for payroll as needed.
5. Build reports and submit required information to government entities.
6. Prepare and manage payroll processing, research and resolve discrepancies, and handle correcting entries.
7. Determine payroll liabilities by calculating employee/employer country, state, and local income and social security taxes.
8. Help with year-end activities such as reconciling and balancing employee year-end statements.
9. Address employee pay-related concerns and provide accurate payroll information.
10. Maintain payroll operations by following policies and procedures and report any needed changes or recommendations.
11. Maintain confidentiality and communicate with tact and discretion.

Secondary Duties:
1. Other duties as assigned.
Core Competencies:

**Valuing Diversity**
Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

**Customer Focus**
Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Ethics, Values and Judgement**
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization’s values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

**Professional and Technical Knowledge**
Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

**Communicates Effectively**
Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**Decision Quality**
Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

**Work Quality**
Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

**Accountability**
Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

**Organizing and Planning**
Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.
DESIRED MINIMUM QUALIFICATION:

Education and Experience:
- Bachelor's degree from an accredited college or university with a major in accounting, finance, or related field.
- Three to five years’ experience performing payroll duties. At least three years of experience in complex, full-cycle payroll processing and strong understanding of payroll taxes, gross to net calculations. Experience in public sector or government environment preferred.
- Experience in and thorough knowledge of ADP, JD Edwards, or other computerized information system related to payroll function.

SPECIAL REQUIREMENTS
None.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, 10-key and this typing may be repetitive up to frequently. Constantly sits up to 2 hours at a time and seldom will stand and walk. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift to 10 pounds and seldom push carts with up to 20 pounds of force.

WORK ENVIRONMENT
Work is performed in a normal office environment. Constant sitting, extensive close work (eyestrain) and extensive PC work are required.

Advancement Possibilities:
Payroll Manager
Open depending on education and training

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: ____________________
Director of HR