

## **TANNER ELECTRIC COOPERATIVE JOB DESCRIPTION**

JOB TITLE: Payroll & Accounts  
Payable Accountant

REPORTS TO: Director of Finance

DEPARTMENT: Accounting/Finance

DATE: November 2021

FLSA STATUS: Non-Exempt

### **GENERAL FUNCTION**

This is a full-time position that has access to payroll and other financial information requiring a high level of confidentiality. Accuracy and the ability to make proper decisions based on accepted accounting practices and company policies, procedures, and practices, within the limits of assigned responsibility, are required.

The incumbent will process payroll to ensure the accurate and timely payment of wages and other income to employees, as well as prepare and process W-2's, 1099's, and related IRS documents to ensure compliance with state and federal government regulation, company policies and the Collective Bargaining Agreement.

Other duties include processing of accounts payable, as well as unclaimed property. The incumbent will follow generally accepted accounting principles. The position is supervised by the Director of Finance through review of ledgers, reports, and observation of daily activities.

### **SUPERVISORY RESPONSIBILITIES**

This is a non-supervisory position.

### **KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

1. Review time sheets for proper hours, general ledger accounts and reference codes, key time sheets and review for accuracy.
2. Complete bi-weekly payroll in an accurate and timely manner. Ensure that all records of hours worked are accurate and reasonable. Communicate with employees and/or supervisory staff to respond to and/or resolve payroll related questions, issues, or concerns.
3. Create and/or modify the payroll system codes and calculation formulas as necessary including payroll deduction codes. Update employee files with appropriate earning, deduction, and accrual codes.
4. Collect and process bi-weekly timesheets, obtain supervisory approval of timesheets. Note and investigate time sheet discrepancies. Process any garnishment requests, including payments to appropriate vendors, update employee payroll records for withholding allowances, 401(k) withholdings, and similar items.
5. Monitor and track vacation time. Maintain sub-ledger reconciliations to ensure proper recording in the accounting system. Reconcile any differences between spreadsheet and general ledger.

6. Prepare payroll journal entries and reconcile outstanding payroll liability accounts.
7. Prepare, print, and distribute annual W-2, W-3, and related IRS forms. Prepare required worksheets and reports and be a source reference for the annual audit.
8. Calculate and deposit bi-weekly payroll taxes with the IRS. Prepare, process, and file quarterly IRS Form 941, federal tax return. Prepare, process, file, and submit yearly payment for IRS Form 940, FUTA taxes.
9. Prepare, process, and file yearly IRS Form 1096 and Forms 1099 for independent contractors and other payees. Issue/mail yearly Forms 1099 to appropriate recipients. Maintain Form 1099 reporting for all vendors in A/P system.
10. Keep employee records and computer records updated with current employee information, including current address, telephone numbers, W-4 status, etc. Collect and keep I-9, Employment Eligibility Verification forms. Process and input new hires, terminations, resignations in payroll system. Process and input pay raises, title changes, and similar information in payroll system.
11. Assist Director of Finance with annual audit and Form 990 reporting information as assigned.
12. Process vendor invoices for timely payment including reviewing invoices for accuracy and matching them against related purchase orders. Ensure vendors are paid on a timely basis, and that discounts for early payments are captured and recorded. Code invoices to appropriate general ledger expense accounts; assign appropriate fiscal month posting date and payment due dates in accordance with vendor payment terms.
13. Upon payment approval, enter invoices into accounting software module, prepare weekly check runs, and maintain organized report and paid-bill files to include checks and supporting documentation.
14. Run and analyze monthly accounts payable trial balance to ensure payables are properly accruing each month. Incorporate "best practices" for accounts payable processing to ensure all liabilities are accurately and timely recorded.
15. Run reports in accounts payable and general ledger accounting system for outstanding checks. Prepare state filings inclusive of all required documentation and voucher checks to meet Washington State filing, payment requirements, and deadlines.
16. Utilize workflow or other technologies as appropriate to research outstanding issues and void, or void and reissue payments as appropriate.
17. Perform data entry work, analyze accounts for accuracy and reasonableness. Assist other departments in clerical functions as workload permits.
18. Maintain work schedule to coordinate priority of workload. Maintain regular and predictable attendance.
19. Maintain complete job documentation on duties, procedures, and processes used to complete job functions.

## **PERIPHERAL DUTIES**

20. Perform related duties and responsibilities as assigned by the Director of Finance.
21. Prepare special reports, financial analysis, reconciliations, and other ad-hoc financial reports as needed.

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Knowledge of payroll processes, accounting principles, and pertinent wage and hour regulations.
- Experience with automated accounting systems, Microsoft Word, and Microsoft Excel.
- Ability to organize and prioritize work to meet deadlines and demands of peak workloads—be adept at multi-tasking.
- Ability to work independently with a high degree of accuracy and close attention to detail.
- Ability to effectively communicate, both orally and in writing, with staff members and the public using tact and diplomacy. Incumbent will need to communicate with employees and management on a regular basis, software support technicians.
- Ability to maintain effective working relationships with other staff and be a positive contributing member in a team environment.
- Ability to develop recommendations to improve routines and procedures in area of assignment.
- Ability to maintain the highest level of confidentiality due to access to highly confidential financial and personal information.

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

Work is performed in an office setting. May be required to lift boxes or files occasionally, usually not exceeding thirty (30) pounds to a height of thirty-six (36) inches on an occasional basis. In addition, the position requires considerable oral and written communication skills and deals with visually presented material. May be required to sit for an extended period.

## **NON-DISCRIMINATION**

Applicants will be evaluated for this position, based on their qualifications, without regard to race, color, national origin, handicap, religion, age, or sex.

## **QUALIFICATIONS**

Bachelor's degree or relevant payroll, AP, and general ledger accounting experience. Knowledge of payroll laws and reporting desired. Detail oriented and exceptional organization skills.

Pay rate \$28.85 – \$30.40/hr. - dependent on experience with full benefits and a 4-day work week schedule. (Mon – Thurs 7:00 a.m. – 5:30 p.m.)