

Date Posted: January 6, 2012  
Closing Date: January 20, 2012  
Accounting\Payroll Specialist Position

### **ACCOUNTING/PAYROLL SPECIALIST POSITION ANNOUNCEMENT**

The Northwest Georgia Regional Commission in Rome, Georgia is seeking to hire an Accounting\Payroll Specialist to work in the Finance\Human Resource Department. The position is non-exempt position. Interest individuals may submit an application and resume to the following mailing or email address: Ms. Angela Hudson, Finance/Human Resource Director, Northwest Georgia Regional Commission, P. O. Box 1798, Rome, GA 30162-1798 or ahudson@nwgrc.org.

The purpose of this job is to assist the Finance\Human Resource Director in maintaining current and accurate accounting records for all Northwest Georgia Regional Commission financial transactions and perform administrative duties as assigned within the Finance\Human Resource Department. Duties and responsibilities include, but are not limited to, ensuring compliance with Fair Labor Standards Act, Generally Accepted Accounting Principles (GAAP) and federal, state and government policies and procedures, and performing additional tasks as assigned.

#### **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Responsible for reporting to the Finance/Human Resources Director and the Program Manager
- Responsible for inputting payroll information for all Workforce Investment Act (WIA) programs and processing the weekly payroll for participants and generating payroll reports
- Responsible for reviewing participants timesheet for accuracy and proper authorization prior to processing for payment
- Responsible for ensuring that all Federal and State payroll taxes are paid timely and quarterly payroll taxes are completed and filed
- Responsible for generating the annual W-2 forms for all participants and filing the reports with the IRS
- Responsible for maintaining the personnel files for all participants in compliance Georgia's record retention requirements
- Responsible for processing all weekly accounts payable support payments to participants for the WIA program
- Responsible for posting paid invoice information into the Georgia Workforce System (GWS) website for the Georgia Department of Labor
- Corresponding with WIA Career Advisors
- Responsible for ordering materials and supplies for the Finance/Human Sources Department
- Perform a second review of the Accounts Payable Invoice Review Checklist for WIA program
- Perform E-Verify for all participants of the grant programs and for all NWGRC employee new hires
- Maintain employee personnel files on all WIA participants
- Submits participant's weekly timesheets to career advisors
- Receives participant weekly timesheets and reviews timesheets for accuracy
- Responsible for preparing weekly drawn down requests to pay for the weekly payroll costs
- Review all accounts payable processed by the Accounts Payable Specialist to ensure that the invoices are properly authorized , coded with general ledger accounts numbers and properly posted to the general ledger by that account number
- Other duties as assigned

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**Knowledge, Skills and Abilities**

- Knowledge of applicable federal and state laws, regulations and guidelines pertaining EEOC, Workers Compensation, and the Fair Labor Standards Act
- Knowledge of the Internal Revenue Service payroll tax regulations as outlined in Publication 15 (Circular E) Employer Tax Guide
- Knowledge of the following US Department of Labor Federal wage-hour regulations governing:
  - 29 CFR 516: recording keeping rules of the Wage & Hour Division
  - 29 CFR 531: rules for deductions from wages and wage & overtime payments requirements
  - 29 CFR 570: child labor regulations
  - 29 CFR 825: Family & Medical Leave Act (FMLA)
  - 29 CFR 870: regulates garnishments and similar deductions
- General knowledge of governmental accounting, Generally Accepted Accounting Principles and Governmental Accounting Standards
- Knowledge of governmental computerized financial management system
- Skilled in researching, analyzing, and interpreting financial information
- Proficient skills in using Microsoft Office, Excel, Word, and a financial software system necessary to perform required job responsibilities
- Skilled in oral, written, and interpersonal communication

In addition, has knowledge of the policies, procedures, and activities of the Finance\Human Resource Department as they pertain to the performance of duties relating to the position. Has the ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations. Has comprehensive knowledge of the terminology used within the department. Has the ability to communicate effectively with supervisors and other staff members. Has the ability to use independent judgment in routine and non-routine situations. Has the mathematical ability to handle required calculations. Is able to utilize and understand computer applications and techniques as necessary in the completion of daily assignments. Has the ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department. Has a good working knowledge of reports such as, revenue and expenditure account balance reports and tax reports, experience in processing payroll and accounts payables on a financial system and procedures and methods as required in the performance of duties. Require knowledge of relevant federal, state and local laws, ordinances, and grant requirements. Requires skill in the use of computers; ten key calculator, fax machines, typewriters, and other office equipment. Requires skill in the use of various software packages; and proficiency in using Microsoft Excel, Microsoft Word and Microsoft Outlook.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associates Degree in Accounting, Financial Management or Business Administration with five years of accounting experience in processing payroll is required, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.