HOOD RIVER COUNTY

A Small County with a big mission:
Providing Quality of Life for all.

FLSA Status: Hourly
Union: NA
Work Comp Code: Office Clerical - 8810
EEO: 1-Financial Administration
Salary Range: 5G
Last Update: August 2022

JOB TITLE	Payroll Accountant

Job Summary

Processes County payroll and related taxes. Conducts and verifies data entry and prepares related reports, researches and responds to inquiries.

Essential Duties

- Processes the County's payroll and related records, including retirement and benefits related accounts payable.
- Completes all monthly, quarterly and annual payroll reports, including electronic funds transfer for payroll taxes, retirement, deferred compensation and benefits.
- Generates annual W-2 earnings and 1095 health care coverage statements.
- Prepares payroll related year-end audit work papers.
- Enters invoices and creates checks for payroll liabilities.
- Prepares reports for managers on employees' wages for grant reporting.
- Researches and responds to questions from employees and managers about pay.
- Performs other duties as assigned.

Knowledge and Skills

- Knowledge of accounting practices, including the ability to read and understand accounting entries.
- Knowledge of Federal, State, and local laws regarding payroll.
- Knowledge of office equipment and standard computer programs
- Skill in providing customer service to both internal and external customers.
- Skill in grammar and composition to communicate effectively both orally and in writing.
- Ability to establish and maintain an effective working relationship with subordinates, peers, supervisors and the general public.

Minimum Qualifications

- High School Diploma or GED.
- Three years of payroll experience.
- Or an equivalent combination of directly related education and experience.

Supervision Received and Exercised

- Supervision Received: Budget and Finance Director
- Supervision Exercised: None

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this job, the employee works in an indoor environment. Employees are frequently exposed to typical non-physical office demands. Employees perform sedentary work.