

City of La Feria

Job Description



Job Title: Accounting/Payroll

Full-Time Position

Reports to: Finance Director

Job Description:

Compiles and maintains personnel records: Records employee information, such as personal data; compensation, benefits, and tax data; attendance; performance reviews or evaluations; and termination date and reason. Updates employee files to document personnel actions and to provide information for payroll and other uses. Examines employee files to answer inquiries and provides information to authorized persons. Compiles data from personnel records and prepares reports using typewriter or computer. May compute wages and record data for use in payroll processing. Prepares and files reports of accidents and injuries of work-related incidents. Compiles payroll data, and enters data or computes and posts wages, and reconciles errors, to maintain payroll records, using computer or calculator: Compiles payroll data, such as hours worked, taxes, insurance, and retirement to be withheld, and employee identification number, from time sheets and other records. Prepares computer input forms, enters data into computer files, or computes wages and deductions, using calculator, and posts to payroll records. Reviews wages computed and corrects errors to ensure accuracy of payroll. Records changes affecting net wages, such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records. Records data concerning transfer of employees between departments. May prorate expenses to be debited or credited to each department for cost accounting records. Prepares periodic reports of earnings, taxes, and deductions. Keeps records of leave pay and nontaxable wages. May prepare and issue paychecks.

Perform professional accounting functions requiring knowledge of generally accepted accounting methods, principles and practices. Process and post entries to the general ledger. Calculate and prepare reimbursement billings and track receivables; reconcile monthly receivables. Process monthly reconciliation of bank statements. Performs other duties as assigned.

Job Qualifications:

- Bachelor's degree in accounting required
- Ability to operate office equipment and computer applications related to the work (Accounting Software, Excel, Word, Power Point)
- Knowledge of Incode 9 ERP Pro preferred