TITLE: **Auditor and Reporting Specialist 7172**

QUALIFICATIONS:

1. ~~Minimum of~~ Bachelor’s Degree in Accounting or related business field~~, or~~
2. ~~Associates degree in Accounting with at least 3 years’ experience in payroll and related accounting duties or Payroll Certification from an accredited community college, college or university.~~
3. ~~Has e~~ Experience in payroll and/or closely related processes~~.~~ is preferred
4. Has demonstrated competence in performance of duties and an understanding of compliance requirements related to compensation and employment laws, statutes, regulations and policies.
5. Proficiency in the use of computers, standard computer programs and accounting software, to include intermediate to advanced skills in spreadsheet, word processing, presentation and e-mail software.
6. Excellent customer service and interpersonal communication skills including the ability to communicate and work effectively with employees and staff.

REPORTS TO: Finance Director or designee

JOB GOAL: Assist in various payroll reporting functions, tax filing functions and tasks associated with general accounting functions.

PERFORMANCE RESPONSIBILITIES:

1. Preparation of reports required by local, state and other agencies related to employee compensation and benefits as assigned by Supervisor including:

Retirement reporting, tax filings, other reporting required by the state.

1. Perform compensation payment audits, including validation of employee rank and experience.
2. Responsible for reporting as it relates to the Affordable Care Act.
3. Assist with analysis in the interest of identifying mistakes and resolving discrepancies.
4. Assist with training efforts for performance of finance related duties.
5. Participate in regular professional development opportunities to maintain current knowledge of statutes, regulations and mandates related to performance of duties.
6. Maintain proficiency in current technologies related to the duties and develop competency in emerging payroll software.
7. Responsible for preparing the bank account reconciliation
8. Assist with analysis as necessary for the annual audit of financial records.
9. Perform other duties consistent with the position as requested by supervisor.

TERMS OF EMPLOYMENT:

* Hourly (Grade 13)
* 40 hours per week (8 hours per day)
* 12 month contract (246 days)

Board approved: 5/14/2015