

LANCASTER COUNTY

JOB DESCRIPTION

JOB TITLE: ACCOUNTS ADMINISTRATOR

COUNTY ADMINISTRATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of clerical and administrative duties. Work involves processing invoices, payments and payroll records, coordination and administration of benefit and insurance programs. The employee will set up and maintain various related files and records. The employee must exercise independent judgment, confidentiality and initiative in completing assignments, and attention to detail in ensuring proper and timely payments. The employee must also exercise considerable tact and courtesy in frequent contact with employees, government agencies and the general public. Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Receives and examines vendor invoices for accuracy and appropriateness of charges and taxes. Confers with appropriate County personnel on errors or delinquent invoices and files all documentation.

Prepares checks for payment using a computer-driven financial management system and enters data for processing. Responds to inquiries from other departments and vendors regarding payment of invoices; researches information to determine current status; explains County payment policies regarding remittance for goods and services.

In cooperation with the Department of Social Services, prepares checks for vendors providing services related to the Childrens Services Act and enters that data into the Virginia Office of Childrens Services website portal for state processing and reimbursement.

Prepares and maintains County payroll records; computes payments showing all deductions, special payments, contributions, retirement benefits, and special withholdings; and processes checks and direct deposits.

Verifies invoices and prepares checks for payment of funds to proper agencies of state and federal withholdings, employee benefits, and voluntary deductions monthly, including garnishments, child support, deferred compensation, supplemental insurance, health insurance, retirement benefits, etc.

Complies with Federal and State tax codes involving payroll documents and transactions. Prepares various federal and state reports and Virginia Retirement System Report. Prepares year-end reconciliations and generates state and federal withholding statements for state and federal agencies, and employees.

Maintains records of compensatory, sick and annual leave time for County employees and prepares leave liability for auditors. Assists County employees with personal inquiries requiring confidentiality.

Oversees, coordinates and administers various County benefit programs including health and dental insurance, workers' compensation insurance, retirement, group life and unemployment compensation, etc; provides benefit orientation sessions for new employees; serves as liaison to

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outside agencies and service vendors connected to such programs.

ADDITIONAL JOB FUNCTIONS

Sorts and distributes mail for the department.

Orders office supplies.

Answers telephone and greets visitors, provides information and refers inquiries to appropriate personnel; assists and directs visitors to appropriate departments.

Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 1 to 2 years' experience in secretarial, administrative and/or accounting work, including payroll and human resources, preferably in a government setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines that include computers, calculators, postage machines, and copiers, etc. Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects. General physical demand requirements are those for Sedentary Work, but walking or standing for extended periods of time are also required.

PERFORMANCE INDICATORS

Knowledge of Job: Has general knowledge of County and departmental rules, regulations, policies and procedures, and the ability to interpret them. Has general knowledge of the laws and regulations of Personnel Department administration. Has considerable knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions. Has general knowledge of modern office practices and procedures, including a knowledge of popular computer-driven word processing, spreadsheet, and file maintenance programs. Has general knowledge of arithmetic, spelling, grammar, punctuation and vocabulary. Is skilled in the operation of popular office machines, including computer-driven data entry equipment. Is able to make routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems, and answer questions. Is able to develop and modify work procedures, methods and processes to improve efficiency. Is able to communicate effectively in oral and written form. Is able to exercise tact and courtesy in explaining and enforcing federal and state laws and County policies. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all co-workers and the general public.

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Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with supervisor for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees and managers in other departments, to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings and deadlines.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.