

SUN VALLEY GENERAL IMPROVEMENT DISTRICT

Is accepting applications for a part time
AP / Payroll Accountant

This position works under the direction of both Account II and General Manager and perform bi-weekly Payroll & bi-weekly Accounts Payables cycles. QuickBooks, Annual Workers Comp Audits; Journal Entries into Springbrook. Audit Company Benefits to ensure compliance within a Government structure.

Qualifications:

Comprehensive accounting experience preferably with a Degree preferably in Accounting or 5 to 10 years of accounting experience. Knowledge of computerized, fully integrated Accounting system; able to work independently to meet weekly deadlines. Fundamental knowledge of Accounting workflow of subsidiary ledgers (A/R, A/P, General Ledger). Experience with auditing, reconciliations, yearend tax filings; General knowledge of pertinent Federal, State, and Local laws, codes, and ordinances; Proficient in Excel spreadsheets, Outlook, Word, Adobe, QuickBooks Payroll and quarterly tax electronic filings.

Benefits include:

State of Nevada PERS, vacation/sick leave.
Hourly Rate \$19.75 to \$26.66
Salary is DOE

Job descriptions and application may be obtained at www.svgid.com/employment or at the District office located at 5000 Sun Valley Blvd, Sun Valley, NV
Monday thru Friday 8am to 5pm.
Contact: Ms. James 775-673-2220

To be considered, please submit a completed application and return to the District office by 5:00PM on Thursday, February 27, 2019. A resume may be attached but should not be submitted in lieu of completed job application. EOE

Sun Valley GID is an equal opportunity employer. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

JOB DESCRIPTIONS ADMINISTRATION

Title: Part-time AP / Payroll Accountant
Department: Accounting
Accountable To: Accountant II / General Manager
Evaluated by: Accountant II / General Manager
FLSA status: Exempt
Created: 2019

SCOPE OF WORK

Under general supervision of the Accountant II, will be processing bi-weekly Payroll & bi-weekly Accounts Payables cycles. Quickbooks, Annual Workers Comp Audits; Journal Entries into Springbrook. Audit Company Benefits to ensure compliance within a Government structure.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

Part-Time Payroll / AP Accountant

1. Responsible for full cycle Payroll function (60%); Process payroll; Set up Employees Payroll records in Quickbooks; 941's & W-2's Tax reporting; Transmit Payroll Taxes; PERS Compliance Reporting; Assist with Annual Workers Comp Audits; Journal Entries to record Payroll into Springbrook. Audit Company Benefits to ensure compliance within a Government structure.
2. Responsible for processing Accounts Payable (30%); Open invoices in daily mail; Stamp and distribute to Managers for approvals; Prep batches for data entry into Springbrook with proper GL coding;
3. Vendor maintenance; Print checks for Payroll & Payables & Customer refunds checks to be signed by the Board of Trustees.
4. Collate invoices with check voucher stubs to distribute and mail out / file in vendor / Payroll files for Accounting.
5. Assist Accountant II with other projects (10%) as needed and cover Accountant during absences.

Knowledge and Abilities:***Knowledge of***

- Demonstrated experience in Quickbooks Payroll (10 years or more) GL;
- Comprehensive accounting experience (Financial Reporting) preferably with CPA firm (10 years);
- Laws, statutes, codes, regulations, and standards pertaining to the area of assignment;
- Understanding of Journal Entries and Payroll Balancing (Liability accounts);
- Maintain original Records and Archiving;
- Alphabetical and subject matter filing systems;
- Effective Communication;
- Able to resolve issues with corrections and ensure accuracy with Payroll / Vendors.

Ability to

- Complete training in the operation of the District's computer and software system within 6 months.
- Access and operate organization computer equipment and software;
- Plan, organize, and review the work of clerical staff;
- Operate a personal computer and a variety of commercial software packages, including spreadsheets, databases, and word processing;
- Plan and organize work to meet schedules and timelines;
- Compile and tabulate data and information to complete and maintain accurate records;
- Verify the accuracy and completeness of documents, data, and information;
- Write concise and accurate narrative reports;
- Perform accurate mathematical calculations;
- Maintain confidentiality of data and information;
- Complete a variety of tasks concurrently; and
- Communicate orally in a clear, concise manner.

Required Certifications and Licenses:

- Possess and maintain a valid State of Nevada driver's license.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Possession of a Associates Degree preferably in Accounting or equivalent and 5 to 10 years of experience in government and/or other professional accounting entities.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary.

The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

I have read and understand this explanation and job description.

Signature: _____ Date: _____