

PORT OF PORT ANGELES

Position Description

Accounting Clerk I - Payroll

SUMMARY

The Accounting Clerk I must understand payroll and tax reporting. This position will be responsible for the backup of accounts receivable and accounts payable. Primary duties will include calculating payroll and benefit accruals; however, cross-training with the other accounting roles will be mandatory.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process bi-monthly regular and supplemental payrolls accurately and on schedule
- Maintain employee payroll records, including wages, deductions, benefits, and leave balances according to Port policy
- Ensure compliance with federal, state, and local payroll laws and regulations
- Prepare and transmit federal tax, retirement, and deferred compensation deposits.
- Process new hires, terminations, pay rate changes, and leave adjustments in the payroll system
- Calculate and process overtime, shift differentials, stipends, and other special pay
- Administer payroll deductions, including taxes, retirement, benefits, garnishments, and voluntary deductions
- Reconcile payroll reports and resolve discrepancies promptly
- Prepare and submit payroll tax filings and reports; coordinate with external payroll vendors as applicable
- Respond to employee payroll inquiries professionally and confidentially
- Support audits by providing payroll documentation and reports
- Coordinate with HR on benefit enrollments, leave administration, and compliance matters
- Maintain confidentiality of sensitive employee and payroll information
- Proof, verify, and post weekly time sheets and absence request forms.
- Reconcile year-end payroll accounts and prepare for annual audit.
- Administer annual leave cash-out process.
- Generate annual W-2 wage and tax statements.
- Participate in payroll system upgrades, testing, and process improvements
- Prepare payroll-related reports for management, finance, or governing bodies
- Resolve inquiries, requests, and problems concerning payroll.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of payroll laws and regulations
- Strong attention to detail and accuracy
- Ability to interpret policies, contracts, and labor agreements
- Proficiency with payroll systems and Microsoft Excel
- Strong organizational and time-management skills
- Ability to handle confidential information with discretion
- Effective communication and customer service skills

DESIRABLE QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Degree or equivalent from a two-year college and five years of related experience or equivalent combination of education and experience. Certified Payroll Professional (CPP) certification preferred.

LANGUAGE SKILLS

Ability to read, write, and speak the English language at a level for efficient job performance. Ability to read, analyze, and interpret business periodicals, government regulations, and company handbooks. Ability to write reports and fill out forms accurately. Ability to effectively present information and respond to questions.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.

COMPUTER AND BUSINESS MACHINE SKILLS

Ability to effectively use computer software, including Microsoft Word, Excel, Outlook, and Microsoft Dynamics SL or an equivalent software and accounting program. Ability to proficiently utilize adding machines, typewriters, calculators, and other office equipment

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to prioritize and deal with problems involving several concrete variables in circumstances where only limited standardization may exist.

CERTIFICATES, LICENSES, or REGISTRATIONS

Valid Washington State driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Working hours will be from 8:00 am to 5:00 pm, Monday through Friday. This position requires sitting at a desk for extended periods of time, using a computer workstation for extended hours, and occasionally lifting up to 25 pounds. Duties are performed in a moderately busy office environment.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors, requirements, and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Port reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.