IVINS CITY JOB DESCRIPTION

HR GENERALIST / ACCOUNTING TECHNICIAN

DEPARTMENT:	ADMINISTRATIVE SERVICES	FLSA: NON-EXEMPT
DIVISION:		REVISED: 5/2015

GENERAL PURPOSE:

Administers the day-to-day human resources functions under the direction of the Human Resources Director, including the processing and administration of payroll, employee benefits and workers' compensation. Performs a variety of secretarial and technical duties, particularly related to accounts payable and purchasing, including administering City's purchasing policy, cash receipting, customer service and general secretarial/clerical support to the Administrative Services Department.

SUPERVISION RECEIVED:

Works under the direct supervision of the Human Resources Director for the HR Generalist functions and under the direct supervision of the Director of Finance and under the general supervision of the Administrative Services Supervisor for Payroll and Accounting Technician Functions.

SUPERVISION EXERCISED:

None – this is not a supervisory position.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Process, administer and manage payroll, employee benefit programs, workers' compensation, and employee leave, including family medical leave.
2. Prepare proposed job descriptions, salary ranges, job postings, employee applications, new employee packets and other documents related to the hiring process.
3. Compile and screen employment applications for review with Human Resources Director and affected department head; schedule interviews; prepare rejection letters and conditional offers of employment as directed.
4. Prepare other various documents, correspondence, memoranda and reports; review written content for accuracy and completeness, and make grammatical and technical changes to content, as needed, including written work done by others.
5. Prepare and present, as directed, various employee training materials and presentations, including but not limited to new employee orientation and ongoing required policy training.
6. Participate in policy committee meetings and make recommendations for proposed changes to the Employee and Manager handbooks and other human resources related policies; prepare drafts of proposed amendments to policies and procedures related to human resources and distribute same for necessary reviews and approvals.
7. Attend other meetings and take notes as directed.
8. Conduct research and gather data on assigned issues, including but not limited to compensation surveys; prepare summary reports of same.

9. Review requisitions and invoices to ensure accuracy and completeness of all required information; verify proper credit of previously paid remittance.
10. Contact and follows up with departments for missing documentation, cost coding or proper approval signatures before inputting into payment system to meet weekly cut-off dates for check run.
11. Ensure regularly occurring invoices are paid as scheduled such as phone bills, travel, insurance bills, allowances, utility deposit refunds, etc., according to department procedures.
12. Input payments and run accounting reports such as invoice register and journal reports, check registers and department expenditure reports.
13. Review initial reports for accuracy; find and correct input errors to balance reports prior to printing checks.
14. Print checks and match invoices for proper form before submitting to the Director of Finance for approval; disburse checks to vendors and service providers.
15. Respond to questions from vendors and departments involving past payments, invoice corrections, etc.
16. Maintain and archive paid vouchers and documentation of all expenditures by fiscal year.
17. Understand and administer City's Purchasing Policy as Purchasing Agent.
18. Receive incoming phone calls, answer questions, take messages, provide factual information, and refer calls to appropriate individuals.
19. Provide customer service in a friendly manner; assist front office staff with cash receipting and providing public with information related to various City services, fees, hours, etc.
20. Set up and maintain paper and electronic filing systems for records, correspondence, and other materials; keep the office organized and file documents in a timely manner.
21. Other duties as assigned.

QUALIFICATIONS:

Education and Experience:

1. Bachelor's degree in Human Resources, Business, Management, Accounting or related field preferred.
2. Professional in Human Resources (PHR) certification preferred or at least two (2) years previous professional HR Generalist experience required.
3. Two (2) years previous work experience in processing/administering payroll, employee benefits, workers' compensation, and accounting.
4. Three (3) years previous full-time successful experience in general office work.

Knowledge:

1. Employment Law – Knowledge of, and specialized training in, employment law, FLSA, FMLA, ADA, workers' compensation, organizational planning, employee compensation and benefits, and employee relations and training.
2. English – Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.
3. Clerical – Knowledge of administrative and clerical procedures and systems, such as word processing, managing files and records, and other modern office procedures and terminology.
4. Accounting – Knowledge of generally accepted accounting principles and bookkeeping practices.
5. Computers/Office Machines – Knowledge of proper use of computers and office machines.
6. Computer Software – Knowledge of, and proficiency in using: Microsoft Word, Excel and PowerPoint; payroll software (such as Caselle).
7. Math – Knowledge of basic math, particularly regarding payroll and benefit calculations.

Skills:

1. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
2. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
3. Time Management – Managing one's own time and the time of others.
4. Writing – Strong writing skills using spelling and grammar; communicate effectively in writing as appropriate for the needs of the audience; edit documents prepared by others and correct spelling/grammar errors.
5. Typing / 10 Key – Must type at least 55 words per minute and use a 10-day accurately
6. Speaking – Talking to others to convey information effectively.
7. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
8. Judgment & Decision Making – Considering the advantages and disadvantages of potential actions to choose the most appropriate one.
9. Organization - Setting up and maintaining paper and electronic filing systems for records, correspondence, and other materials; keeping the office organized and filing documents in a timely manner.

Abilities:

1. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
3. Speech Recognition – The ability to identify and understand the speech of another person.
4. Speech Clarity – The ability to speak clearly so others can understand you.
5. Written Expression – The ability to communicate information and ideas in writing so others will understand; ability to accurately edit writings of others and check for proper spelling and grammar.
6. Problem Sensitivity – The ability to recognize when something is wrong or is likely to go wrong.
7. Selective Attention – The ability to concentrate on a task over a period of time without being distracted.
8. Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
9. Near Vision – The ability to see details at close range (within a few feet of the observer).
10. Wrist-Finger Dexterity – The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

WORKING CONDITIONS:

1. Office environment, with some physical effort, which may include sitting or standing for extended periods while operating assigned equipment.
2. Infrequent lifting of weights up to 25 pounds.
3. Moderate exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.