



Payroll & Accounting Coordinator

City of Kenmore

SUMMARY

This position reports to the Administrative/Financial Services Manager. Under general supervision, this position performs financial functions related to record keeping duties associated with payroll processing, accounts payable, and purchasing duties. Because of the small number of city employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

Payroll:

- Completes timely and accurate preparation of the City's payroll and benefits transactions. Uploads direct deposit and 941 tax payments to the City's bank account.
- Researches discrepancies of payroll information and/or documentation to ensure accuracy and adherence to procedures prior to processing.
- Verifies updates to the City's payroll system to reflect correct salaries, current tax rates, retirement contribution and deduction rates and annual limits.
- Reconciles and completes reports on the Health Savings Accounts, Health Reimbursement Accounts, Employee Health Insurance, Flexible Spending Accounts, 457b retirement accounts and other Life Insurance, Deductions and Garnishments.
- Provides technical information and instruction regarding payroll procedures and methods to City staff; interprets and explains payroll rules and regulations; answers questions to resolve problems.
- Reconciles and processes quarterly 941 reports, L&I, Unemployment, Paid Family Leave and WA CARES reports.
- Compiles new hire packets containing all federally required retirement, insurance, and City requested forms for the onboarding of new employees.
- Calculates retroactive pay for overdue increases and reports correctly to DRS.
- Monitors and reviews extra help hours for PERS eligibility and qualifications.

- Reconciles and processes yearly W-2 tax statements.
- Prepares yearly Affordable Care Act (ACA) forms and reports.
- Completes employment verifications as requested.
- Understands and ensures confidentiality of personnel and payroll data and records, in particular as they relate to medical information and employees' exempt (from disclosure) personal information.
- Performs year end leave accruals and rollovers according to policy.
- Participates in salary surveys as requested by other entities.
- Interprets and explains personnel policies and procedures to employees, referring only the most difficult and sensitive matters to a higher authority.
- Prepares reports for agencies requiring demographics information.
- Prepares reports for employee salaries/benefits for grant contract billings as requested.
- Prepares a yearly calendar of payroll dates and time-entry due dates along with holidays and accounts payable check run and invoice due dates.
- Maintains payroll records recording accumulation and use of sick leave, vacation, compensatory time, executive leave, bereavement, paid family leave, floating holidays, etc.
- Provides reminders to directors and managers for employee evaluations due.

Accounting:

- Processes accounts payable information to comply with various payment timetables.
- Reviews invoices and purchase card statements/receipts to ensure accuracy of prices, coding and approval.
- Verifies new vendor setup in the financial system.
- Completes credit applications as requested.
- Reviews employee reimbursement requests.
- Responds to questions regarding travel policy guidelines.
- Reviews and verifies that vendor statements are paid.
- Prints checks and mails payments after being reviewed.
- Creates the monthly expense approval report for council review.
- Prepares requisitions and purchase orders as requested.
- Maintains, disperses and reviews petty cash reconciliation.
- Compiles documentation for adjusting journal entries needed.

- Maintains W-9 vendor tax files and prepares yearly 1099 processing.
- Verifies missing checks and completes voids and stop payments if necessary.
- Provides quarterly use tax report to the accountant for sales tax due to the state on untaxed goods.
- Assists Accountant with routine, monthly journal entries.
- Processes and completes daily remote checking deposits and credit card transaction settlements and also serves as backup to accountant for accounts receivable information.
- Makes regular cash deposits to the bank.
- Responds to questions regarding coding for cashiering of incoming payments.
- Assists other departments with expenditure and budget questions and reports.

Purchasing and Other:

- Purchases the City's office and breakroom supplies for City Hall and the Public Works office.
- Monitors inventory supply levels.
- Compares prices between vendors and comparable or alternate items.
- Reviews purchasing requests for reasonableness and if supervisor approval is needed.
- Audits packing slips against supplies received.
- Provides administrative support to projects and special assignments that require getting information and cooperation from other departments, agencies and vendors.
- May assist in fixed asset entry and tracking.
- Maintains the City organizational chart and internal staff list. Takes new hire staff photos and provides identification badge.
- May prepare correspondence relating to assigned responsibilities.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.
- Follows records retention requirements and schedules for Accounts Payable and Payroll records.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Requires a working knowledge of the principles, practices, and terminology of financial record keeping and accounting data entry practices. Requires a working knowledge of computer-aided accounting systems to set up accounts, enter accounting transactions, and extract detail and summary information. Requires a working knowledge of office clerical procedures and Microsoft office products. Requires high-level math skills and proficiency in Excel to create and maintain complex spreadsheets.

Desire a working knowledge of governmental and fund accounting procedures for payroll, benefits, accounts payable, accounts receivable and disbursements, as well as basic knowledge of financial statements and accounting performance (variance) reports.

Abilities:

Requires the ability to carry out all aspects of the position. Requires the ability to learn and apply accounting rules and procedures, sales and use tax requirements and schedules, and procedures for electronic transfer of accounting information. Requires the ability to learn various vendor accounting requirements and data cycles. Requires the ability to research, compile, analyze, and interpret accounting data.

Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Requires the ability to perform accounting and math computations quickly and accurately. Requires the ability to organize and prioritize work to meet deadlines and timetables. Requires the ability to access and use a computer, common office software, and specialized accounting software to work cooperatively with others and convey a positive image of the City and its services.

Physical Abilities:

Requires the ability to function primarily indoors in an office environment. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files and to operate a variety of general office equipment. Requires visual acuity to read printed material, computer screens, and detailed accounting information. Requires manual and finger dexterity to write and to operate computers and other office equipment. Requires auditory ability to carry on conversation over the phone and in person. Requires driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires completion of high school plus college-level curriculum in bookkeeping or business practices or three (3) years of experience in governmental accounting.
- Three (3) years of experience in payroll and benefits required. Additional higher education may substitute for some experience.

Licenses and Certificates

- May require a valid Washington State driver's license with a driving record acceptable to the City's insurance carrier is required.

ADDITIONAL INFORMATION

- Finalist for the position will need to successfully complete a post-offer, pre-hire criminal background check as well as provide a satisfactory driving record abstract.
- **Work Environment** – Work performed will primarily take place indoors in an office environment.
- **Hours of Work** –City Hall working hours are typically 8:30 a.m.-5:00 p.m.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Finance & Administration

FLSA: Non-exempt

City of Kenmore

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