

## **CLASS TITLE: FINANCIAL ASSISTANT II**

Pay Range: 09  
Exempt: No  
Shift: 8 HR w/Holidays

This class involves accounting and bookkeeping support work in the processing and maintenance of a variety of financial documents and records particularly concerned with payroll processing. The job requires a thorough understanding of payroll processing practices and must be performed accurately and with attention to detail in dealing with calculations and numbers. The job requires initiative in following actions through to completion, meeting deadlines and adhering to established policies and procedures as instructed by supervisors and the Human Resources Division. The Financial Assistant II reports directly to the Financial Director.

### **QUALIFICATIONS REQUIRED:**

High school diploma or its equivalent; Individual should have college education in the area of finance, accounting, or general business with some experience in automated payroll; must be detail oriented and well organized.

### **JOB COMPLEXITY:**

Position requires the individual to apply a working knowledge of accounting procedures; must also apply a thorough understanding of payroll processing practices.

### **CONSEQUENCE OF ACTIONS:**

Position involves the direct responsibility for processing the Bi-weekly payroll of the agency.

### **ASSETS:**

The position involves some responsibility for assets in handling the agency's payroll and related duties.

### **WORK CONTROLS:**

Work is performed independently under the general direction of the Financial Director.

### **PERSONAL CONTACTS:**

Contacts are generally with members of the agency with some contact with the public.

### **SAFETY OF OTHERS:**

Position does not involve responsibility for the safety of others.

### **PHYSICAL EFFORT:**

Work does not require any physical effort beyond that encountered in normal everyday activities.

### **HAZARDS:**

Work is performed in ordinary work surroundings that present no significant hazards.

**WORK ENVIRONMENT:**

Work is performed in a typical office setting.

**SUPERVISORY AUTHORITY:**

Position does not involve any significant supervisory authority.

**PERSONNEL SUPERVISED:**

Position does not involve the supervision of Sheriff's Office personnel.

**EXAMPLES OF DUTIES:**

Ensures the agency's Bi-weekly payroll will be processed timely and accurately.

Reviews and enters personnel orders and changes into the computerized payroll system.

Prints payroll reports as requested by the Financial Director.

Generates computerized employee deduction checks.

Prepares ADP pouches for distribution; updates overtime spreadsheet, disburses sick and vacation reports, separates the mailing of checks for each division.

Calculates holiday payments to be paid each September to eligible employees.

Prints list of employees after each 28 day payroll.

Processes monthly retirement adjustments; reviews monthly retirement tape, prepares voucher for payment after reconciliation with ADP check registers, and enters journal entries to record retirement expenses.

Completes workers' compensation forms and employment verifications as requested.

Remits quarterly employee wage reports to the County.

Distributes the yearly W-2 forms to the Sheriff's Office personnel.

Completes requested employee audits and responds to employee inquiries.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the application of accounting principles and practices to standard financial transactions, particularly with regard to the payroll process.

Considerable knowledge of general payroll processing procedures.

Considerable knowledge of policies and procedures related specifically to Sheriff's Office personnel.

Considerable knowledge of Excel, Word, and ADP payroll.

Knowledge of modern office practices, procedures and equipment.

Ability to prepare and maintain standard financial records and to prepare reports.

Ability to understand and follow oral and written instructions.

Ability to make arithmetical computations with speed and accuracy.

Ability to establish and maintain effective working relations with colleagues and the general public.

Ability to use microcomputer applications to complete tasks and assignments such as ADP application software, Excel spreadsheets, Word and Financial Edge application.

Ability to type at a moderate speed and operate standard office equipment.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Monroe County Sheriff's Office does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, veteran status, marital status, familial status, sexual orientation/preference, gender identity, gender expression, political beliefs, disability/handicap, genetics or any other characteristics protected by local, state, or federal law in employment or the provision of service.

Reasonable accommodations will be made for otherwise qualified individuals with a disability

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