



HARPETH VALLEY UTILITIES DISTRICT

Payroll - Staff Accountant Job Description

The Payroll – Staff Accountant is responsible for processing and administering payroll in accordance with federal and state regulations and performing accounting activities within the accounting and finance team functions.

Reports to: Controller

Supervises Staff: N/A

Status: Full time, exempt position

Salary Range = \$67,000 - \$94,000

Experience, Education, and Skills

- Education/Experience: Associate or Bachelor's degree from an accredited college or university with major course work in accounting, finance, or related fields and a minimum of two (2) years of related experience in payroll and accounting; or an equivalent combination of education and experience
- Required Skills: Detail oriented, strong analytical and problem-solving skills, ability to organize and prioritize tasks, ability to maintain confidentiality, discern, and handle sensitive personnel related information, acts in a professional manner, demonstrates initiative, and is accountable for performance

Essential Duties and Responsibilities

Payroll:

- Prepare, process, and generate payroll using the District's time keeping and payroll systems
- Ensure accuracy of employee compensation, benefits, deductions, leave accruals, tax withholdings, and direct deposits
- Incorporate accurate benefits and payroll information in the system

- Analyze and resolve functional and technical issues as they arise within the payroll system and process
- Audit payroll data for completeness and accuracy
- Review and monitor payroll policies and practices
- Create and maintain employee records in conjunction with Human Resources for new hires, changes in tax exemptions, insurance coverage, retirement deductions, and other relevant employee records
- Maintain employee leave records including sick and vacation time
- Prepare employee annual W-2 and 1099s
- Prepare and file federal, state, and other payroll reports.
- Determine payroll liability for federal, state, social security, and workers compensation
- Complete quarterly and annual tax filings
- Perform regular audits of payroll processes
- Assist in implementing and testing new payroll software
- Prepare payroll related journal entries as necessary for general ledger
- Perform other related duties as required

Accounting and Finance Department Functions:

- Assist in the preparation of monthly statements
- Inputs and posts various journal entries
- Assists with bank reconciliation and month-end and year-end activities
- Maintain schedules of property, vehicles, equipment, and fixed assets
- Process liability claims to insurance
- Performs other analyses and supports activities within the accounting and finance team as necessary

Interested and qualified candidates may send a resume to hr@hvud.com.

Priority will be given to applicants in the Nashville area.