



Lake Whatcom Water & Sewer District Job Description

Job Title: Accounts Payable/Payroll & Benefits Administrator

FLSA Status: Non-Exempt

Reports To: Finance Manager

Revision Date: April 4, 2025

POSITION PURPOSE:

Responsible for performing a variety of administrative and technical accounting duties, including accounts payable, purchasing, payroll and benefits administration including assisting employees with confidential benefit program enrollment and changes, and personnel records management related to payroll and benefits.

REPORTING RELATIONSHIPS:

Reports to the Finance Manager and does not supervise others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Provides purchasing assistance to District staff as required;
- Verifies accuracy of invoices received by the District prior to entering them into the automated system; prepares vouchers for approval; prepares and distributes appropriate tax forms and related reports including, but not limited to, IRS Forms 1099 and 1096;
- Prepares District payroll from verification and calculation of timecards through paycheck issuance, including addressing employee questions regarding compensation;
- Maintains all benefit coverage, payroll deductions, and retirement program records;
- Prepares quarterly and year-end payroll reports, payroll tax deposits, summary reports, and IRS Forms W-2 and 1095 according to state and federal regulations;
- Maintains records of employee vacation and sick leave accrual and usage;
- Orients and assists employees in enrolling, changing, or dropping benefit coverage, including form completion;
- Maintains federal- and state-mandated employment law postings;
- Researches payroll related policies and procedures;
- Maintains District's payroll calendar to ensure alignment with the union collective bargaining agreements;
- Provides backup for customer service on the telephone or at the front counter; evaluates, resolves, and/or directs customer concerns to appropriate staff members; and
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Generally accepted accounting principles and procedures;
- BARS accounting principles specifically related to chart of accounts;
- Computers and applicable software applications;
- Payroll and benefits compliance, tax regulations, and reporting requirements;
- Records management procedures and requirements;
- Customer service techniques and telephone etiquette;
- Grammar, spelling, and punctuation;
- Filing and file maintenance techniques; and

- Basic office procedures.

Skill In:

- Reviewing, verifying, and accurately processing payroll records and information;
- Vendor account reconciliation and proper coding of invoices;
- Performing a variety of mathematical computations accurately;
- Analyzing and resolving discrepancies utilizing strong problem-solving skills;
- Utilizing computers and applicable software;
- Operating standard office equipment such as personal computers, printers, multi-line phone systems, and copiers;
- Establishing and maintaining cooperative and effective working relationships;
- Interacting and communicating tactfully and professionally both verbally and in writing with staff, co-workers, supervisors, and the general public;
- Preparing clear and concise written letters, memos, and reports;
- Maintaining confidentiality; and
- Prioritizing work, accommodating interruptions, and meeting deadlines.

Experience and Education:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the necessary knowledge and abilities would be:

Experience: Five years progressively responsible experience in purchasing, performing accounts payable, payroll and benefit administration or other accounting responsibilities, preferably within a government agency.

Education: Associates degree in Accounting, Finance, or related field preferred.

Licenses and Certifications:

- Valid State of Washington Driver's License

WORK ENVIRONMENT:

Duties are performed primarily in an office environment with sitting for long periods of time, utilizing standard office equipment and a personal computer. The noise level in the work environment is usually moderately quiet. May be required to deal with upset customers.

PHYSICAL REQUIREMENTS:

This classification typically requires stooping, kneeling, walking, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Frequently lifting, carrying, pushing, or pulling up to 10 pounds and/or occasionally lifting, carrying, pushing or pulling up to 20 pounds. Frequent walking, standing, or sitting most of the time and using arms or legs to push/pull.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: April 4, 2025



Justin Clary, General Manager