

ACCOUNTING SPECIALIST-PAYROLL CVG AIRPORT AUTHORITY

CLASS SUMMARY:

Responsible for performing administrative/payroll support functions. Job duties include analyzing payroll cards and time sheets, entering and balancing payroll and creating reports regarding FICA, Pension, and Insurance. Answers questions regarding pay policies and provides calculations per employee requests regarding retirement benefits.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Analyzes and processes weekly and biweekly payrolls. Makes changes authorized by employees including direct deposits, tax changes, health savings accounts and other voluntary and involuntary deductions.
- Generates weekly reports of voluntary employee deductions of Health Savings Account and Deferred Compensation via internet upload. Process check requests for payroll funding.
- Generates reports of month end statistics including overtime, job costs, earnings, deductions.
- Reports wages, withholdings and employer share of Kentucky Retirement System pension data. Balances report to manual calculations and uploads to KRS internet portal.
- Deposit checks to various bank accounts and balance to accounts payable system.
- Balances and reports Boone County Kentucky tax withholdings.
- Creates workers compensation estimate report using budget information and reconciliation of final invoicing.
- Serves as a member of KCAB's Covered Entity and is responsible for ensuring the privacy and security of Protected Health Information in accordance with the Health Insurance Portability and Accountability Act and KCAB Policy 1040.
- Performs other duties of a similar nature and level as assigned.

TRAINING AND EXPERIENCE:

Associates degree preferred; or High school diploma or GED and five years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) preferred.
- Maintains Security Identification Display Area (SIDA) clearance.

KNOWLEDGE OF:

- Ability to gain understanding of KCAB organizational structure and authorization policies as well as payroll and benefit policies and procedures;
- Internal Revenue Service, Federal Labor Standards Act and Department of Labor basic regulations;
- Federal, state and local tax regulations.
- Experience with integrated Payroll/HR systems;
- Kentucky Pension System rules and regulations.

SKILL IN:

- Demonstrated skill in math;
- Clear attention to detail.
- Clearly and effectively communicating, negotiating and advocating, both orally and in writing;
- Problem solving: ability to select, organize and logically process relevant information to solve a problem;
- Demonstrate an above average level of of computer-based technologies including word processing, and spreadsheets;
- Accurate data entry skills;
- Organizational and time management skills to accomplish accurate and timely payroll outputs;
- Ability to maintain calm in a deadline driven environment;
- Establishing and maintaining effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: fingering, grasping, walking, talking, hearing, seeing and repetitive motions.

Sedentary Work: exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently, or constantly to lift, carry, push, pull or otherwise move objects including the human body.

APPLY AT JOBS.CVGAIROPRT.COM

June 24, 2022