



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Ave, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

SENIOR ACCOUNTANT - PAYROLL CLERK/TREASURER'S OFFICE

POSTING DATE: September 26, 2013

RATE OF PAY: \$24.36/hr

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: October 7, 2013

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 18

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

Provides senior level accounting services, including supervision, in support of the City's central accounting function. Position may also provide accounting services to several other major City Departments, including Burlington International Airport, Burlington Telecom and Payroll.

ESSENTIAL JOB FUNCTIONS:

- Provide supervision of all Clerk/Treasurer payroll staff, and payroll processing aspects for 600+ employees and 500 retirees.
- Enforce established payroll policies and procedures and federal and state regulations.
- Reconcile and file mandated reports such as: quarterly IRS 941, Department of Labor Multiple Worksite Report, State of Vermont Quarterly Wage Report and electronic media; annual W-2 and 1099 R processing.
- Oversee Kronos time keeping system maintenance to include updating pay rules per union contracts and personnel policy to ensure compliance.
- Assist with audits including, but not limited to, the reconciliation of assigned general ledger accounts producing schedules and documentation as well as responding to auditor inquiries.
- Prepare documents for annual financial and workers compensation audits.
- Assist in the preparation of the City's annual budget.
- Assist in the development and maintenance of appropriate accounting standards and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and other regulatory guidelines and requirements.
- Work with other City departments to develop ways to improve the payroll process.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's Degree in Accounting, Business Administration, or related field and three years of relevant experience in accounting; or An Associate Degree in Accounting, Business Administration, or related field and five years of relevant accounting experience; or the equivalent combination of education and experience
- Minimum of two years supervisory experience required.
- Experience in a Payroll environment required.
- Thorough knowledge of general accounting principles and practices required.
- Working knowledge of computerized accounting systems including the ability to operate spreadsheets, word-processing, and database software in a Windows based environment.
- Knowledge of applicable State and Federal guidelines for applicable payroll/income tax rules, telecommunication, Federal Airport Grants, and preferred
- Ability to delegate, direct and review the work of subordinate staff and the ability to train associates in accounting practices and procedures.
- Must be consistent and accurate.
- Ability to work well under pressure and appropriately deal with stress.
- Ability to communicate effectively both orally and in writing with City management and departmental staff.
- Ability to establish and maintain good relations with co-workers.
- Ability to meet schedules and deadlines while working with minimal supervision.

To Apply: Submit cover letter, resume and a City of Burlington Application by October 7, 2013 to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.