

**ARIZONA@WORK - YUMA COUNTY
YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

Title: **Payroll & Accounting Specialist**

Reports to: Accountant II

Classification: Non-Exempt

Revision Date: August 2026

Salary: \$23.00/ HR

The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.

SUMMARY

This position is responsible for process YPIC staff's payroll, process payroll payments related, maintain employees vacation sick accruals up to date, review employee changes, coordinate with HR to set up payroll system accordingly, prepare journal entries and reconcile payroll general ledger accounts, process workman compensation reports, assist reviewing HR policies and procedures, perform other accounting duties as needed, the accounting & Payroll Specialist must be knowledgeable in Payroll process and procedures and GAAP, detail orientated, and fluent in Microsoft Excel.

Below is the framework of the essential duties assigned to the Payroll & Accounting Specialist; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Duties, responsibilities and activities may change at any time with or without notice.

PRIMARY/ESSENTIAL RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Process YPIC's staff payroll

Supporting Skills

- Compute and review accuracy on employee timesheets
- Review in detail support documentation for every pay period

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- Review in detail accuracy on earnings and deductions for every pay period
- Review and make sure payroll approvals are submitted on a timely manner
- Make sure HR policies are applied correctly every pay period
- Verify balance of vacation, sick or any other leave request before payroll submission
- Review in detail pre-post reports to find discrepancies
- Submit payroll for review and approval
- Become fluent on payroll software or any other matter related to payroll
- Use common sense on HR and payroll practices and follow up on pending items
- Identify and suggest any payroll process improvements

2. Process payroll payments and Invoices related

Supportive Skills

- Process and submit third party 401K payments
- Process and submit third party HSA deductions and monthly payments
- Review and submit to Accounts Payable monthly employee medical reimbursement payments
- Review and submit to Accounts Payable monthly benefits pre-paid insurance invoices
- Review bi-weekly and quarterly tax payments
- Coordinate with vendors and peers to resolve issues in regards invoicing or payments

3. Maintain employee's vacation and sick accrual up to date

Supporting Skills

- Reconcile employee's vacation and sick leave balances on a bi-weekly basis
- Keep and maintain a separate worksheet to verify accuracy with payroll software reports
- Submit for review and make necessary adjustments to employee's balances including part time and school staff
- Review and analyze employee's balances and notify supervisors and/or management on staff whose is close to lose vacation time
- Ability to resolve issues with current payroll system set up
- Identify and suggest any improvements on current accruals balancing process

4. Review employee changes

Supporting Skills

- Coordinate and communicate on an effectively manner with HR to review employee's changes such as deductions, increases or personal information
- Notify any discrepancies on the forms received for review on an effectively manner
- Understand payroll system settings related with employee's changes

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- Serve as a backup if needed to input staff changes
- Identify and suggest any improvements such as documentation workflows or system settings

5. Coordinate with HR to set up payroll system accordingly

Supporting Skills

- Analyze and understand current payroll system settings and features such as labor/funds allocation, general ledger set up, accruals set up, approvals set up, employee deductions and earnings set up, etc.
- Take payroll system trainings to utilize system to the full capacity
- Identify and suggest any system changes that would benefit HR and accounting department

6. Prepare journal entries and reconcile payroll general ledger accounts

Supporting Skills

- Understand employee funds/grants cost allocation and prepare journal entries related to payroll such as, bi-weekly payroll expenses, monthly insurance expenses, monthly payroll accruals, etc.
- Reconcile monthly GL accounts related to payroll
- Identify and understand discrepancies and issues on GL's and resolve on a timely manner
- Identify and suggest any improvements to record journal entries and GL reconciliations

7. Process Workman's Compensation reports

Supporting Skills

- Understand YPIC's workman's compensation policy and payroll reporting
- Inform and/or process rates changes on new policies
- Prepare worksheets to reconcile YPIC staff WC accruals
- Prepare worksheets to reconcile Participants WC accruals
- Prepare and submit for approval final quarterly payroll report
- Submit online payroll report to the WC third-party website
- Prepare Invoice request with GL adjustments and submit to Accounts Payable
- Assist on WC annual audit report
- Communicate in an effectively manner with peers and third-party WC company to resolve any issue or inquiry
- Identify and suggest any workman's compensation process improvements

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8. Assist reviewing HR policies and procedures

Supporting Skills

- Review and understand in detail HR policies and procedures
- Make the correct judgment to apply HR policies on accounting processes
- Assist when needed to review and revise HR policies
- Assist when needed to review or renew HR contracts such as benefits insurances, workman's comp, etc.
- Identify and suggest any improvement related to HR policies and procedures

9. Perform other accounting duties

Supporting Skills

- Serve as a backup for other accounting tasks and duties such as accounts payable, accounts receivable, record deposits, monthly journal entries, etc.
- Assist on annual single audit, state monitor and Yuma county monitor compile documentation requested
- Drop off or pick up documents to Yuma County and go to the bank as needed
- Assist organizing accounting physical and electronic files
- Assist in other accounting projects as needed

CORPORATE VALUES

Integrity:

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;
- Honor all commitments;
- Be accountable for all actions, success and failures.

Teamwork:

- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;

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- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

Performance/Initiative:

- Focus on what is important, perform careful and thorough work;
- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;
- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

Learning:

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;
- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches;
- Improve by benchmarking and adopting best practices.

Corporate Level Contribution:

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;
- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;
- Teamwork: how well you work with others and fit into the corporate culture.

Customer Service:

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- Show humility for the role played in the lives of others;

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Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

CORE SKILLS

Language:

- Communication: Communicating with others to convey information effectively.
- Comprehension: The ability to understand information and ideas presented (respond effectively to the most sensitive inquiries or complaints, effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).
- Writing: **The ability of communicating effectively in writing as appropriate for the needs of the audience.**
- Written Comprehension: ability to read and understand information and ideas presented in writing.
- Written Expression: The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision).
- Reading Comprehension: Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).
- Fluency in the English language required.

Mathematics:

- Apply mathematical concepts such as probability, fractions, percentages, and ratios, and algebra.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Compute rates and percentages.
- Analyze documentation.

Reasoning:

- Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).
- Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).
- Inductive Reasoning: ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Critical Thinking: use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Interpret a variety of technical instructions.

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Technology:

- Demonstrate proficiency in Microsoft Excel.
- Demonstrate knowledge in computer software including but not limited to Microsoft Outlook and Microsoft 365.
- Fluent in using Payroll and accounting software (knowledge of funds/grants, APD, and accounting software is a plus).
- Demonstrate proficiency on a 10 key calculator.

Socioeconomic:

- Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

Supervisory:

- **Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Time Management:** Managing one's own time and the time of others.
- **Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **This position has no direct supervisory responsibility.**

Interpersonal:

- Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.
- Service Orientation: Actively looking for ways to help people.
- Must possess excellent interpersonal skills.
- Must demonstrate excellent self-control and confidence during presentations.

Physical Demands:

- Effective communication skills;
- Reach with arms and hands.
- Operate keyboard, mouse, copier, fax and other office equipment.
- Lift at least 5 – 10 lbs.

Other:

- Must demonstrate the Core Values of the Organization.
- **Must be detailed orientated**
- **Must be able to meet deadlines**
- **Must be able to complete projects with minimal supervision using critical thinking skills.**

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- Demonstrate data entry and retrieval skills.
- Demonstrate appropriate interpersonal skills to accomplish tasks.
- Interpret federal and state rules and regulations.
- Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance **(\$100,000 Person/ \$300,000 Accident Bodily Injury and Property Damage)**.
- Must possess or be able to obtain a Level One Fingerprint Clearance Card.
- Must clear a background check with Arizona Department of Child Safety;

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting and two years of progressively responsible experience in Payroll/accounting; or an equivalent combination of direct work experience and/or education equaling 4 years, that provides the knowledge, skills, and ability to perform required tasks.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.

I acknowledge that I have been given a copy of this job description and I understand the duties and responsibilities stated within. I attest to my capacity to fulfill all such duties and responsibilities. This job description may be revised by the employer and I will be given a copy of revisions, additions, and/or deletions. I understand that I may be given additional related duties and will be required to follow any other instructions or directions given by my supervisor. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Signature of Employee

Signature of Supervisor

Printed Name of Employee

Printed Name of Supervisor

Date Signed _____

Date Signed _____