



## **FISCAL SERVICES SPECIALIST (PAYROLL)**

Office: Finance/Payroll  
Status: Non-Exempt – Confidential  
Grade: 36C

### **ORGANIZATIONAL RELATIONSHIPS**

Reports to: Finance Manager  
Supervises: None

### **DEFINITION**

The Fiscal Services Specialist (FSS) is responsible for performing a variety of finance and payroll functions and transactions including but not limited to preparing, processing, analyzing, interpreting, reconciling, maintaining, and verifying the correctness of a variety of finance and payroll data, records and reports related to accounts payable, accounts receivable, member billing, collection, payroll, and financial reporting activities. The FSS also responds to inquiries from State Bar members, employees and outside agencies, including vendors and tax authorities. FSS also provides support for other accounting and administrative functions within the Office of Finance.

### **MAJOR DUTIES & RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

1. Handles full cycle of payroll activities including calculation of earnings from time records, determining withholdings and deductions, calculating overtime, payroll taxes and benefits accrual and related tasks.
2. Audits and verifies the accuracy, correctness and proper approval of employee time records.
3. Processes payroll checks and generate ACH file for submission.
4. Prepares payroll reports related to pension, deferred compensation plan, payroll taxes and other third party reports necessary to the payroll process.
5. Review and reconcile payroll register, check payment register, payroll tax reports, benefit accounts to the general ledger.
6. Responsible for annual W-2, 1094, 1095, 941, DE-9, and other payroll tax related filing.
7. Assists with accounts payable, accounts receivable and journal voucher entries.
8. Prepares and processes bank deposits, daily cash receipt summary and journal vouchers.
9. Assists with reconciling member billing records, daily bank deposit, accounts receivable aging reports, credit card and ACH deposits, customer sub-ledger and accounts receivable control accounts for accuracy and completeness.

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10. Assists with other administrative functions related to lock box system, member penalty notification, discipline cost payments, client security fund application reimbursement, supreme court order, fee arbitration, member resignation and disbarment, post charges and generates revised fee statements for State Bar members.
11. Maintains vendor and customer master address books, W-9 and authorization forms.
12. Assists with fiscal month-end and year-end close and annual filing of 1099-Misc reporting.
13. Assists with quarterly financial reporting and reconciliation processes.
14. Assists with system upgrade and user testing process.
15. Provides responsive, high quality response to State Bar members, employees, outside vendors and agencies by providing accurate, complete and up-to-date payment information, in a courteous, efficient and timely manner.
16. Performs general administrative duties including filing, mail distribution and record retention.
17. May perform other similar administrative or related duties, which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

### **KNOWLEDGE & SKILLS**

1. Basic accounting and bookkeeping principles, practices and procedures
2. Knowledge of payroll process, payroll tax calculation and year-end filing
3. Knowledge of computer information systems, including database record keeping systems, report generation (Access), word processing, spreadsheet, and presentation software, preferred experience with PeopleSoft/JD Edwards
4. Office principles and procedures, including basic techniques of organizing data and filing
5. Telephone, electronic calculator and 10-key by touch, office and online etiquette
6. Problem solving and analytical skills
7. Exercise appropriate judgment in answering questions and releasing information
8. Effective communication skill, both orally and in writing
9. High sense of integrity and commitment to customer service
10. Knowledge of the State Bar Act and the rules and regulations as they relate to State Bar membership and other accounting functions

### **MINIMUM QUALIFICATIONS**

1. High school diploma or equivalent and
2. Minimum two (2) years post-secondary education and
3. Minimum two (2) years relevant experience in general ledger, in-house payroll process, billing, accounts payable, accounts receivable and customer service, or
4. Minimum three (3) years directly relevant experience in in-house payroll and general accounting including equivalent work experience in a position which requires performance of tasks similar to the major duties and responsibilities of the position and
5. Accomplished computer skills with basic knowledge of J.D. Edwards/Oracle System and Microsoft Office; i.e. Microsoft Excel, Word, etc.
6. Successful completion of the State Bar validated standard tests for the position.