



Payroll and Accounting Specialist

Department	Administration
FLSA Status	Non-Exempt
Reports To	Finance Manager
Supervises	N/A
Latest Revision Date	8/13/2026

DISTINGUISHING CHARACTERISTICS:

This position is responsible for routine accounting and clerical functions and performs a wide variety of administrative and office support tasks. Core responsibilities include efficient and accurate entry of employee payroll and benefits, coordinating vendor payments, and invoicing. The position is part of a small team with shared responsibilities to perform administrative duties. While primary responsibilities are tied to payroll and benefit functions, daily tasks can include working with and supporting other departments and projects, and to provide customer service for internal and external customers.

ESSENTIAL FUNCTIONS:

- Reviews financial data from a variety of source documents and verifies for accuracy, completeness, and compliance
- Prepares bi-weekly payroll entries using ADP
- Classifies, codes, and processes payment and financial transactions using an automated system
- Provide customer service for internal and external customers for items such as:
 - Employee questions related to payroll processing and benefits
 - Open enrollment, and other employee benefit matters
 - Agency billing and accounting documents
- Sets up new employee payroll files, manages current and terminated employee payroll files both in electronic and paper format

- Processes and reconciles accounts payable for employee medical, deferred compensation, DRS retirement, MEBT, employee reimbursements, and vendor payments
- Assists Finance Manager with month-end, quarterly, and year end reconciliations
- Performs other related duties as assigned. Examples include, but are not limited to:
 - Gather, select, classify and compile data from various sources and prepare summary reports as required
 - Establish record keeping systems; maintain accurate and up-to-date files and records for assigned areas
 - Perform mailing activities; apply and record postage; sort, bundle and deliver mail and organize bulk mailings
 - Provide planning, program administration and technical assistance to ad-hoc committees
 - Operate and maintain a variety of office equipment including copiers, facsimile machine, and computer; input and retrieve data and text; organize and maintain disk storage and filing
 - Receive, sort, and distribute incoming and outgoing mail
- May provide back-up assistance to Public Records Specialist

INTERPERSONAL CONTACTS:

Contacts are made both inside and outside the organization. Internal contacts very frequently include administrative personnel and often include Supervisors and Telecommunicators. External contacts may include NORCOM customers, other city government personnel and outside vendors. Interactions are a blend of giving and receiving of information that is frequently sensitive and /or confidential in nature.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Competency with modern office procedures, practices, and equipment
- Ability to learn and correctly interpret and apply NORCOM policies and procedures and other rules, regulations and contract requirements.
- Knowledge of accounting fundamentals relating to debits/credits and their relationship to the general ledger is strongly preferred. Willing to train the right candidate.
- An ability to research and source information relevant to the assigned function and the nature of questions typically received
- Computer and related software use including financial, spreadsheet, word processing and graphics; demonstrated competence in MS Office Suite
- Organize and maintain accurate files; maintain confidentiality of complex, confidential, and sensitive records
- Establish and maintain effective relationships with those contacted in the course of work

- Excellent English language verbal and written communication skills including spelling, grammar, and punctuation
- Work efficiently and accurately with multiple priorities and frequent interruption
- Be reliable, dependable and report for work on a consistent basis

REQUIRED EDUCATION AND EXPERIENCE:

- Proven ability to communicate effectively with a wide range of audience, both verbally and in writing
- Payroll and benefits experience is preferred
- Record Management experience preferred
- College degree in related field desired
- Any equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities, may be considered.

WORK ENVIRONMENT:

- Work is performed in an office environment with moderate interruptions.

PHYSICAL DEMANDS:

- Light lifting, carrying and pushing objects weighing up to 15 pounds
- Dexterity of hands and fingers to operate standard office equipment, including computer keyboard
- Working at a desk for extended periods of time (sitting or standing)
- Vision to read and ensure the accuracy of word processing and spreadsheet work product
- Hearing and speaking to exchange information personally and on the telephone

NORCOM is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, sexual orientation, veteran status, or genetic information. NORCOM provides reasonable accommodation to its employees and the public with disabilities, including disabled veterans. For more information, please contact NORCOM Human Resources.

NOTE: A criminal background check will be conducted on all external candidates prior to their being appointed to the position.