



Payroll Specialist (2018-001)

Position Announcement

OPENING DATE: Thursday, March 29, 2018
CLOSING DATE: Wednesday, April, 18, 2018; 3:30pm
EMPLOYMENT TYPE: Regular, Full Time
SALARY: \$4,540 - \$5,902
WORK LOCATION: Fire Department Administrative Headquarters; Monroe, WA
BARGAINING UNIT: Teamsters Union Local No. 38

POSITION RESPONSIBILITIES:

The Payroll Specialist is within the Administrative Specialist classification and is responsible for the complete administration and processing of payroll for the organization. The position also provides advanced administrative support as assigned within the Administrative Support Division. The work is characterized by complex tasks which typically require a considerable amount of technical understanding, research, and analysis.

ESSENTIAL FUNCTIONS:

- Prepare all aspects of payroll including, but not limited to, time and leave auditing
- Understand and apply varying requirements specific to multiple payroll groups (e.g. employee and/or union contracts), state & federal laws, policies & procedures, etc.)
- Maintain and process employee leave banks (used and earned), transfers, and sell backs according to employee/union contract and District policies and procedures
- Audit process, procedures and calculations to ensure accurate payment of hours worked (e.g. overpayment/underpayment, conflicting reporting documents, proper regular/overtime pay rates, pre/post tax items, etc.)
- Prepare, maintain, update complex system data and produce reports; recognize and define problems in report data and reconcile information and/or accounts as needed; research questionable entries and initiate corrective measures as necessary
- Post payroll on a monthly basis ensuring the proper BARS reporting of wages and benefits
- Responsible for timely monthly and quarterly reporting to various outside agencies (e.g. labor & industries, Employment Security, federal taxes, etc.)
- Processes timely benefit payments monthly and semi-monthly with online submittals & mailings and ensure they are accurate and in sync with payroll
- Ensure compliance with current and any changes to reporting rules and procedures (e.g. LEOFF, PERS, Deferred Compensation, VEBA, disability, PAC's, MERP, Union Dues, and IRS and State Wage Garnishments, etc.)
- Respond to and comply with various external agencies inquiries/orders (e.g. requests for verification of employment, wage surveys, census questionnaires, wage garnishments, child support orders, etc.)
- Assist staff with wages and benefits questions, concerns & research
- Act as a liaison with other external agencies related to payroll operations
- Create, update and maintain detailed and complex reports, documents, spreadsheets and intranet web pages
- Develop, update and retrieve data from spreadsheets, database programs and/or other sources

- Establish, maintain and update files, records, accounts and other information
- Complete processes and/or transactions involving multiple steps and the application of varied, complex and/or ambiguous guidelines
- Perform backup to Administrative Assistant functions as needed

KNOWLEDGE OF AND SKILLS IN:

- Payroll related practices, methods and procedures
- Applicable federal, state and local laws, codes, regulations and statutes
- The BARS manual account coding system
- Proficiency in using MS Office products
- Proficiency in general office administration
- Extensive skills in problem solving, managing multiple projects and in providing excellent customer service
- Composition of correct and effective communications
- Mathematics and statistics related to payroll
- Performance of duties and maintenance of personal conduct, attitude and appearance that reflects professionalism and strictly conforms with policies, procedures and discipline within a “chain of command” system

ABILITY TO:

- Work under pressure and meet strict deadlines
- Learn new computer programs quickly
- Research and review a variety of information to identify payroll trends and quantify results as related to departmental requirements
- Understand and reliably communicate information (e.g. district operations, policies, procedures, union contracts, etc.)
- Perform research, review and analysis of issues
- Stay abreast of federal, state and local updates and changes in laws and regulations as they pertain to payroll responsibilities
- Handle sensitive information and maintain strict confidentiality
- Establish and maintain effective working relationships with other employees and the general public
- Perform a wide range of administrative duties with a high level of independence, judgment and initiative
- Demonstrate leadership capability, promoting respect and loyalty within the “chain of command” system
- Promote co-worker and public trust

EDUCATION AND EXPERIENCE:

- AA Degree OR high school diploma/G.E.D. with 2 years of college level coursework
- Five (5) years of progressively responsible office and administrative support experience preferably within the field of payroll administration
- Any combination of education and experience that provides the desired knowledge, skills and abilities to perform the essential duties of the position

LICENSE AND REQUIREMENTS:

- Valid Washington State Driver’s License
- Must meet and continually comply with departmental standards of conduct as demonstrated by background checks, inclusive of driving records

APPLICATION PROCESS & SELECTION PROCEDURES:

- Submit a completed application packet to the Human Resource Division. A completed Application Packet will consist of an Application of Employment and a Letter of Intent The Letter of Intent should outline your relevant skills and experiences to the position as well as why you are interested in the position.
- All materials must be *received* at the physical site listed below, before the closing date and time identified at the top of this announcement. Application materials can be dropped off or mailed to the attention of:

**Human Resources
Administrative Building
163 Village Court
Monroe, WA 98272**