

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



Payroll Specialist

Internal and general recruitment

Status:	One full-time position
Department:	Human Resources
Work location:	600 NE Grand Ave., Portland, Oregon
Pay range:	\$17.67 - \$23.62/hour
Recruitment number:	HR-6018-Mar10
Application deadline:	April 6, 2010

Internal applicants must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

Please carefully follow application procedures at the end of the announcement.

Position summary

Primary responsibility for all PERS (Public Employees Retirement System) related activity including employee setup and reporting, error resolution and annual reconciliations. Oversees the day to day Kronos Timekeeping activity, responding to all inquiries from within the organization and sending reports as scheduled. Participates in the processing of semi-monthly payroll to ensure accurate payroll results and accurate payments to vendors. Maintains financial records related to payroll. Serves as backup to Payroll Technicians and Benefits Analyst. The payroll division processes payroll for approximately 1400 employees. The division includes the Payroll supervisor, payroll specialist and two payroll technicians.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Maintains all PERS related records, including employee setup and correct reporting to PERS using PERS' EDX software.
- Prepares invoices as required for PERS and other benefit accounts.
- Enters and maintains other benefit related data.
- Responds to all Kronos related inquiries, resolving issues as requested.
- Reviews various payroll processing systems and controls. Recommends improvements in procedures, controls or office operations.

- Compiles relevant data from payroll, benefits and financial databases, verifies accuracy in order to balance and reconcile accounts.
- Reviews and maintains payroll-related records. Prepares quarterly and annual payroll tax reports, notice of adjustments, or other necessary information as required. Generates queries or reports at department request.
- Performs the duties of Payroll Technician in his/her absence.
- Performs the duties of Benefits Analyst in his/her absence.
- Responds to a variety of departmental and public requests for information relative to assigned payroll function. Provides information when authorized or refers to the appropriate individual for response.
- May provide lead direction of Payroll Technicians.
- Assists in auditing records as necessary.
- Develops and maintains both electronic and physical filing system for various payroll processes, history and reports.
- Compiles data for a variety of statistical reports.
- Assists public officials and other employees in a professional and courteous manner.
- Develops safe work habits and contributes to the safety of self and co-workers.
- Contributes to a positive team atmosphere.
- Has regular and punctual attendance.
- Performs other duties as assigned, including during an emergency situation.

Minimum Requirements

Associates degree in Accounting and four years of payroll experience; or any combination of education and experience which would provide the applicant with the desired knowledge, skills, and ability required to perform the job. Prior payroll experience in an Oregon public sector agency and Certified Payroll Professional (CPP) distinction preferred but not required.

Knowledge, skills and abilities

- Thorough knowledge of governmental payroll principles and practices.
- Basic knowledge of double-entry accounting principles and practices.
- Thorough understanding and experience with relational effective dated database systems.
- Basic knowledge of health care benefits and voluntary deferred compensation plans.
- Ability to accurately apply accounting principles to prepare invoices and account reconciliations.
- Ability to organize and prioritize multiple projects with minimal supervision.
- Ability to analyze and interpret complex payroll and benefits data.
- Ability to accurately apply accounting principles to prepare financial reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to apply Federal, State, and local policies, procedures, laws and regulations for respective field.
- Ability to use discretion with confidential and sensitive matters.
- Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner.
- Ability to establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work.
- Ability to work in a safe manner and follow Metro safety policies, practices and procedures.
- Ability to perform the assigned duties of the position.
- Ability to guide and motivate the work of others.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS).

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for this job, check the appropriate box on the Metro employment application. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Submit 1) a completed Metro Veterans' Preference form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Submit 1) a completed Metro Veterans' Preference form, 2) a copy of your DD-214 or DD-215 indicating discharge status and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and general candidates on March 23, 2010.

To apply, submit the following

1. Metro/MERC standard application form
2. Responses to the required supplemental questions listed below

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
1. List your experience with automated payroll and timekeeping systems including which systems you have used.
 2. List your prior experience working with benefits including PERS covered employers.

Submit your application

Deadline: 5 p.m., April 6, 2010

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail.
Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

An Equal Opportunity/Affirmative Action Employer