

November 17, 2020**RECRUITMENT ANNOUNCEMENT
PAYROLL SPECIALIST****SALARY RANGE:****\$21.78 - \$31.05****PLUS EXCELLENT BENEFITS PACKAGE****OPEN UNTIL FILLED****JOB SUMMARY:**

Under the direction of the Accounting Manager, performs a wide variety of duties primarily related to payroll processing, preparation of payroll tax reports, and payment of benefit payables. Some remote work is allowed.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain computerized payroll database for all employees, including basic employee information, tax withholdings, personnel actions, garnishments, benefits, and voluntary deductions.

Review for accuracy and thoroughness the reported time worked and leave taken by employees; process employee leave records and accruals; record reasons for leave; ensure accuracy of leave accounts.

Prepare bi-weekly payroll, including the processing of direct deposits, the preparation of all related reports and the preparation of expense distributions for federal and state payroll taxes, credit unions, employee union, insurance companies, retirement agencies, and United Way.

Process insurance benefit billings; ensure additions and deletions within established policy requirements; verify insurance billings for accuracy.

Prepare and balance quarterly and annual payroll reports; maintain current files of payroll reports and other payroll information; post payroll related journal entries and reconciliations; print related reports; balance activities to employee ledger, as scheduled.

Maintain knowledge of labor contract and policies related to payroll; respond to employee questions regarding payroll; research payroll issues for employees and management.

Process journal entries and general ledger reconciliations.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

Working knowledge of general accounting procedures and practices, particularly those relating to payroll and payroll tax report preparation.

Working knowledge of computerized payroll systems.

Working knowledge of both Oregon and federal wage and hour laws.

Ability to communicate both orally and in writing, with other employees and the general public, at the level necessary to satisfactorily perform the duties of the position.

Ability to interact with other employees and the public using courtesy, tact, and good judgment.

Ability to act as a positive representative of the District.

Ability to work cooperatively with others, be respectful of co-workers, promote teamwork.

Ability to maintain confidential information.

Ability to be self-starting and proactive.

Ability to carry out work assignments and tasks while meeting time, quality, and quantity expectations.

Ability to report to work on time as well as on a regular and predictable basis.

Ability to perform the job functions in a safe manner.

Skill in basic arithmetic and ability to make arithmetical computations and tabulations quickly and accurately.

Skill in using personal computers and Window-based word processing and spreadsheet applications.

Skill in operating standard office equipment (e.g., photocopy machine, fax machine, ten-key calculator).

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or GED supplemented by training in accounting or bookkeeping and three years of experience in payroll and related clerical work

OR

any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, and skills.

SPECIAL REQUIREMENTS:

No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

WORKING CONDITIONS:

Usual office working environment.

May occasionally have to drive or take the bus to perform position functions. If incumbent wishes to drive, incumbent must present the District with a valid Oregon driver's license and must maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.

Overtime hours may be required to meet deadlines.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED THAT WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

TO APPLY:

Please submit the application to our Administration Office. To obtain an application:

- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's Careers page. Refer to specific current job opportunity of interest for application materials. Website: www.Cherriots.org/careers.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Office hours are 8 a.m. to 5 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. mail.

Mail to: Salem Area Mass Transit District
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

OR

Email to: Recruitment@cherriots.org

Faxes or resumes in lieu of original official District application form will not be accepted. Applications may be submitted in person, by email, or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

AN EQUAL OPPORTUNITY EMPLOYER

NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.