

Are you enthusiastic about serving your community and providing excellent customer service? Would you like to have fun, learn, and be part of a great team? Then the Library is looking for you! The Deschutes Public Library is recruiting for a Payroll Specialist. The Payroll Specialist processes monthly payroll consistent with federal and state wage and hour rules, and established internal procedures. This position ensures efficient, timely, and accurate processing, reconciliation, and records for payroll, and assists in the configuration and operation of the HRIS system by creating and overseeing payroll process improvements.

See more information here about [Deschutes Public Library](#) and [Central Oregon](#).

**Position Closes Friday, May 14, 2021, at 10 pm Pacific Time.**

Please apply online at <https://deschuteslibrary.org/about/employment/>

**Schedule:**\* 40 hours per week—Monday through Friday with some evenings and weekends as necessary.

Mandatory staff meetings once per month

\*Schedule and work location may change based on the needs of the Library

**Monthly Salary Range:** \$3,892.24 - \$5,387.77

## **PURPOSE OF POSITION**

This position processes the Deschutes Public Library (Library) monthly payroll consistent with federal and state wage and hour rules, and established internal procedures. This position ensures efficient, timely, and accurate processing, reconciliation, results and records for payroll.

## **ESSENTIAL JOB FUNCTIONS**

- **Communication:** Provides information and assistance across all communications channels to staff, managers and supervisors, vendors, union representatives, and State and Federal agencies regarding a variety of matters requiring detailed knowledge of employment rules, procedures, policies, precedents and HR/Payroll activities.
- **Customer Service:** Provides exemplary customer service in all customer and staff interactions by being attentive, empathetic, responsive, fair, courteous and respectful. Researches, responds, analyzes, and resolves various employee, department, and management inquiries related to payroll processing.
- **Collaboration:** Assists in the configuration and operation of the HRIS system by creating and implementing payroll process improvements, overseeing key payroll system improvements, coordinating the development and maintenance of the automated payroll/general ledger interface, monitoring related policies and procedures, providing training to department team members, working with the HRIS vendor on payroll

enhancements, and performing testing to protect the accuracy and integrity of payroll information.

### **Payroll:**

- Processes monthly payroll, payroll liability warrants, and accompanying reports for ACH processing in accordance with required deadlines.
- Prepares and enters monthly payroll journal entries for management approval.
- Coordinates monthly payroll maintenance activities, including reviewing and auditing benefit status changes, and deduction updates. Reconciles monthly benefit invoices.
- Processes, audits, and maintains employee timesheets; verifies and maintains leave and time off accrual balances.
- Generates and audits payroll register; researches and resolves discrepancies and errors; ensures system calculations are accurate and takes appropriate corrective action when needed.
- Calculates and processes initial and final paychecks and related itemized calculations for newly hired and separating employees.
- Completes quarterly payroll reconciliation reports. Processes both annual and fiscal year-end payroll reporting activities.
- Creates and documents payroll deductions for garnishments, tax levies, and child support enforcement orders.
- Produces, submits, and reconciles monthly payroll reports to PERS and verifies data posts accurately in PERS system.
- Processes monthly PERS statement warrants and maintains detailed PERS reports for annual financial audit.
- Analyzes and reviews employee pay data in compliance with state pay equity requirements; coordinates compensation information with HR Manager to ensure compliance.
- Creates and maintains salary projection data for annual budget process.
- Creates monthly, quarterly, and on-demand HR and payroll reports for Library Director and other managers as required.
- Creates and maintains documentation and checklists to support department workflow and related best practices.

### **SECONDARY JOB FUNCTIONS**

- Participates in library projects following established project management guidelines.
- Aligns work with District priorities and/or Board decisions.
- Participates in continuing education efforts and professional development.
- Participates actively in weekly and/or monthly meetings and assigned projects.
- Provides assistance to colleagues by mentoring and assisting as needed.
- Participates in long-range plans, develops goals and objectives, and implements project plans.
- Performs other duties and tasks as assigned.

### **EDUCATIONAL AND KNOWLEDGE/SKILL REQUIREMENTS**

The position requires four years of college coursework with an accounting or business focus or similar. Requires emergent overall skill level consisting of at least four years of full-time, on-the-job experience processing payroll. Equivalent combination of education and experience, which provides the knowledge, skills, and abilities required to perform the duties as, described.

This position requires the following skills and abilities to be successful:

- Strong analytical, computational, research and problem-solving skills.
- Knowledge of payroll processes and procedures, including state and federal wage and hours laws, and other regulatory requirements.
- Excellent data processing and reporting skills.

- Ability to manage multiple projects simultaneously and on tight deadlines.
- Ability to establish and maintain effective and collaborative working relationships with colleagues, customers, volunteers, and partners using sound conflict resolution methods, negotiation, and problem-solving skills.
- Practice and use sound conflict resolution methods, negotiation and problem-solving skills.
- Ability to encourage and support diversity, inclusiveness and equity.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Strong computer and software program skills; including HRIS, payroll and accounting programs; must be flexible and adaptable to using new software programs.
- Intermediate knowledge of PC applications for library operations including word processing, spreadsheets, email, Internet, presentation software, and data management.

### **SPECIAL REQUIREMENTS/LICENSES**

Current driver's license and vehicle insurance, valid in the State of Oregon, are required.

### **PHYSICAL DEMANDS OF POSITION**

While performing the duties of this position, the employee is continuously required to communicate by talking and listening, use of fingers and hands, repetitive motion and sitting. Frequently required to stand, walk, reach, and feel. Occasionally bend, stoop, grasp and rarely to feel, kneel or crawl. The position requires mobility, including the ability to move materials weighing up to 15 pounds on a regular basis such as files, books, office equipment, etc.; may infrequently require moving materials weighing up to 35 pounds.

Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. High volume environment with high accuracy requirements for numeric and alpha processing.

### **WORKING CONDITIONS**

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. Conditions may consist of the following:

- Reading for comprehension and direction (policies & procedures).
- Work effectively with minimal supervision and through self-directed learning.
- Handling multiple tasks effectively and efficiently in high volume environment that may require repetitive tasks with high accuracy requirements for numeric and alpha processing.
- Speaking to share/respond, to maintain relationships and to convey instructions and/or direction.
- Considerable cognitive process to make effective decisions for successful interpersonal interactions, conduct crucial conversations and conduct non-routine work.
- Various equipment includes computers with a keyboard and mouse, telephone, and other electronic devices to share documents, information and discussion.
- Evolving deadlines and changing priorities with multiple demands on time.
- Encounters frequent new and varied work situations of moderate complexity.
- Travel to other district locations and/or to workshops/professional meetings/conferences as needed or assigned for library or staff meetings/assessments.
- Interruptions will occur frequently and may include challenging situations or conversations.
- Close and distant vision with ability to adjust focus for accurate reading of low, middle, and high work areas.

### **INTERPERSONAL CONTACTS**

Regular responsibility for contacts with employees, the public or other agencies in individual and group meetings. Public contact is limited in scope, or occasional responsibility for routine and non-routine contact with non-employees. Unpredictable situations are expected. Adverse consequences could be significant. Interactions may often include difficult or disagreeable people, or challenging situations.

Contacts made are with public and staff members; contacts frequently contain confidential/sensitive

information necessitating discretion at all times.

### **SUPERVISORY RESPONSIBILITIES**

Supervision is not normally a responsibility of positions in this classification; may train or orient new employees and has some responsibility to mentor others in order to develop their skills and abilities. This position maintains their own work with review and direction. The position is not a supervisory role but assumes responsibility for cash (e.g. bank deposits, etc.) and compliance with accounts payable and payroll. Decisions made are within broad interpretation of applicable guidelines and Library policies and rules.

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*