

SPOKANE TRANSIT
POSITION DESCRIPTION
For
PAYROLL SPECIALIST

NATURE OF WORK

Performs professional level accounting work in the maintenance and review of fiscal records (primarily payroll related records). Duties require considerable knowledge of accounting functions, automated payroll systems and regulatory payroll and tax processing requirements, to determine the proper action to be taken within the limits of standard procedure. Work is subject to checks and controls through review by a superior and review by periodic outside audit. Employee has regular contact with STA staff, government agencies, and other professional outside sources. Duties are primarily sedentary in nature, with exception to farebox collection count, which requires considerable physical dexterity. Position requires ability to concentrate in order to prevent errors.

SUPERVISION

Plans, arranges and prioritizes own work, follows established procedures referring unusual cases to a superior. Under the general supervision of the Budget and Accounting Manager.

ESSENTIAL FUNCTIONS

Performs the following and other related duties as required.

Example of Duties

Maintains files supporting documentation of all payroll transactions.

Posts and balances, maintaining a variety of accounting and financial data to appropriate general ledger accounts (primarily payroll related).

Compiles and prepares payroll accounting data for computer data entry by code.

Prepares or composes on demand payroll reports and correspondence.

Position Description
PAYROLL SPECIALIST

Page 2

Assembles payroll and audits other data for computer entry and posting to subsidiary, special, and general records. Balance and control entry of data to assure accuracy of postings to ledgers, payroll files, and reports. Balance and control general ledger account balances.

Maintains statistical records, schedules, ledgers, various reports, and similar material for payroll/accounting activities.

Operates computer hardware/software, calculator, and other modern office and misc. equipment.

Administers payroll functions including health, welfare, retirement, life, and disability programs in compliance with requirements of regulatory and taxing agencies, and applicable collective bargained contracts.

Compiles and prepares payroll tax reporting as regulated by state and federal guidelines.

Tracks wage and review dates, along with benefit eligibility.

Works in the money room preparing farebox revenues for Loomis pickup on a rotating basis with other finance department staff members.

Practices STA's Core Values in the workplace.

Performs related work as required.

Must be punctual, reliable and maintain regular attendance in order to contribute individually to the efficient and effective delivery of transportation service to the general public.

Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as dictated by their Supervisor and/or Spokane Transit.

MINIMUM REQUIREMENTS

Training and Experience: Five years of progressively more responsible bookkeeping experience including three years of direct and responsible payroll experience. A Bachelor's degree from an accredited college or university in

Position Description
PAYROLL SPECIALIST

Page 3

Accounting, Business Administration, or a related field may be substituted for part of the required work experience.

Physical Capabilities: The physical requirements of this position are sedentary in nature and require communication orally or in writing.

See well enough (naturally, or corrected) to read fine print

Must be able to receive detailed information through oral communication and to make discriminations in sound.

Manual dexterity to write, use a computer entry keyboard, and 10-key calculator.

Repetitive motions of wrist, hands and/or fingers. Strength and agility to lift and carry up to 50 pounds

Computer Skills: Experience within the Microsoft environment.

SELECTION FACTORS

Knowledge of payroll and retirement as well as other fringe benefit and payroll tax regulations.

Ability to understand and comply with applicable fringe benefit programs and payroll/tax regulations.

Working knowledge of modern office methods and the use of a wide variety of modern office equipment

Ability to develop and install accounting systems and procedures

Knowledge of accounting terminology and procedures, and their application to routine accounting and payroll transactions

Ability to understand and execute verbal and written instructions and to apply available guidelines to a variety of situations

Ability to establish and maintain effective working relationships with managers and co-workers

Ability to compute and tabulate with speed and accuracy

Ability to operate a computer efficiently

Demonstrated ability to lift and carry up to 50 pounds for short distances

Attitude of neatness, pride, conscientiousness and care in the work product

Provide excellent customer service to both internal and external customers

WAGE

As provided for Payroll Specialist in the labor agreement with ATU Local #1015.

AA/EEO

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation or veteran status.

I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name Printed

Date

Employee Signature