



SEATTLE PUBLIC SCHOOLS
invites applications for the position of:

Senior Payroll Operations Analyst

An Equal Opportunity Employer

SALARY: \$29.77 - \$40.21 Hourly
\$61,921.60 - \$83,636.80 Annually

OPENING DATE: 02/12/19

CLOSING DATE: Continuous

REQUIRED ATTACHMENTS:

DESCRIPTION:

The position is open until filled with 1st round screening anticipated to occur the week of February 25. Interested applicants should apply immediately.

The Senior Payroll Operations Analyst will work under the direction of the Payroll Manager in a fast-paced, rapidly changing environment. The role will provide support to the payroll team and assist in payroll process improvement. This position is responsible for overpayments, audits, legal compliance, retirement and back-up to the payroll team on an as-needed basis. It serves as a liaison to other internal departments as well as third parties such as state and federal agencies.

ESSENTIAL FUNCTIONS:

25%

- Monitors and analyzes employee master data to determine retirement plan eligibility, ensuring compliance with complex Washington State Department of Retirement Services (DRS) membership regulations and accurate employee/employer contributions.
- Closely monitors, tracks, and processes new member enrollments to ensure accuracy and compliance with state regulations.
- Performs monthly audits for retirement contributions, membership and DRS transmittal report coding.
- Responsible for the accurate administration of state pension plans as prescribed by DRS, as well as district offered voluntary employee retirement plans.

25%

- Calculates overpayments and processes recoupment from associates in accordance with regulatory rules and district policies and procedures. Analyzes paycheck errors, calculates pay due and processes corrections. Responsible for identifying overpayments via audits. Works with Accounting and Labor when in default situations. Follows-up as needed to ensure District compliance. Monitors all payroll claims activity and is the primary liaison for claims processing support.
- Processes "injury on duty" payrolls in adherence with collective bargaining agreements and in collaboration with the Risk Management office; administers state and federal garnishments/wage levies in accordance with regulations; and develops and maintains systems procedural documentation pertaining to garnishment processing.
- Works with Human Resources, other Accounting Staff and/or Information Services to assist in resolution of payroll issues and errors to ensure employees and third parties are

accurately paid and financial data is properly reflected in the financial system.

- Reviews and prepares payroll deductions which includes taxes, union dues, garnishments, pension contributions, and other pre/post tax deductions. Prepares reports for various agencies.

25%

- Analyzes, audits, and processes garnishments to ensure compliance with all federal and state requirements. Processes all wage garnishments, including communicating with the employee and vendors, setting up the garnishments and ensuring the proper execution of all garnishments.
- Helps with data gathering and ad hoc payroll reporting. Handles Information Requests and Audit requests. Adheres to the District's document retention policy.
- Carries out a variety of payroll accounting responsibilities including, but not limited to, reconciliation of payroll balance sheet accounts and third-party accounts, production of payroll warrants and automatic deposits, off-cycle process, and reviewing and preparing payment requests to third parties.
- Responsible for biweekly payroll, off-cycles, stop payments and recalls.
- Processes ORCA, Pay Card activities.

15%

- Schedules daily time transfers and time evaluation processes; monitors and reconciles time evaluation errors including locked absences and attendances and collisions.
- Provides training to timekeepers. Develops training materials, assists timekeepers and managers by providing best practice advice; serves as an SAP Power User and functional subject matter expert on time administration.
- Provides software testing support with respect to the time module; develops and recommends solutions to time administration operational problems; and initiates and communicates procedural changes

10%

- Provides primary support for all activities in support of testing changes impacting functional area as a result of system upgrades, enhancements or changes brought about from policy, processing changes, vendor or legal review.
- Assists staff in resolving transactional errors ensuring payroll is delivered to employees with a high level of accuracy.
- Communicates and coordinates with partners to ensure internal controls are applied and payroll data is approved prior to finalization procedures.
- Ensures courteous and professional follow up, research, response, and resolution via in-person interactions, incoming phone calls and emails in a timely manner.
- Creates and updates necessary Standard Operating Procedures (SOP), recommending changes in payroll policies and procedures to ensure proper internal controls are established for payroll
- Identifies, recommends, and implements process improvements. Leads cross functional teams in resolving process concerns and developing new processes. Maintains process documentation, validating policies and procedures against state and federal laws. Participates in periodic internal auditing of key responsibilities.
- Required to be on call and work remotely when necessary to ensure accurate payroll is completed on time, especially during emergency conditions (i.e. inclement weather, local emergency, inaccessible building, etc.).

OTHER FUNCTIONS:

- Participation in user groups and steering committees as relevant to position.
- Knowledge of union contracts and implications of pay, benefits, accruals.
- Work hand in hand with HRIS/Leaves/Labor/Accounting/Union to ensure that payroll is accurate.
- May perform related duties consistent with the scope and intent of the position.
- Mentor and train Payroll Department team members

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RELEVANT COMPETENCIES:

Customer Focus

Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high-quality customer service.

- Makes customers and their needs a primary focus of his/her actions.
- Thinks ahead and considers the impact of actions both internally and externally.
- Develops trust, credibility and maintains strong relationships with customers.
- Goes the extra mile to satisfy customer needs and expectations.

Functional / Technical Skills

Possesses required functional and technical knowledge and skills to do his or her job at a high level of accomplishment; demonstrates active interest and ability to enhance and apply new functional skills.

- Understands the technical aspects of the job and keeps up-to-date on key technical or functional aspects of the job
- Applies appropriate technical/functional knowledge to address situations in a timely manner.
- Thinks of ways to apply new developments to improve organizational performance.
- Shares expertise and skills with others when appropriate.

Timely Decision Making

Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; thinks well on his or her feet.

- Makes timely and sound decisions based on analysis, wisdom, experience and judgment.
- Takes appropriate action that is consistent with available facts, time constraints and possible outcomes.
- Takes calculated risks.
- Takes responsibility for decisions.

Technical Learning

Quickly learns and integrates new technical skills and knowledge; seeks out avenues to enhance technical knowledge.

- Picks up and integrates technical skills quickly.
- Recognizes trends and effectively prepares for changes.
- Seeks out opportunities to advance one's learning in relevant technical disciplines.

Planning

Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects; anticipates roadblocks and develops contingencies to redirect tasks so momentum is not lost.

- Allocates and coordinates time effectively and efficiently to avoid conflicts.
- Anticipates potential problems and develops plans to address them.

- Develops an appropriate work plan to achieve results.
- Monitors progress, responds to problems and measures performance.

DISTRICT-WIDE CORE COMPETENCIES:

Collaboration

Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.

- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

Getting Results (Action Oriented)

Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

Decision Quality & Problem Solving

Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.

- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

Integrity

Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

Accountability

Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

KNOWLEDGE, SKILLS AND ABILITIES:

- Integrates computerized systems (such as SAP, PeopleSoft, etc.)
- Stays current on laws and regulations governing payroll practices
- Analyzes, audits, researches and investigates complex data
- Proficient in Microsoft Office Suite (excel, word, etc.)

- Efficient Time management
- Effective written and verbal communication skills with personnel possessing various functional and technical abilities
- Knowledge of Processes analysis and improvement
- Experience in Interpretation of legal and contractual requirements
- Leading and working on projects which are complex and include personnel from cross functional teams with varying skills and abilities
- Thinks logically and creatively
- Mental concentration required
- Flexibility and adaptability
- Effective decision-maker and problem-solver
- Takes individual initiative and works with a team
- Communicates clearly with diverse audiences

OTHER FACTORS:

- Requires shifting tasks and priorities
- Experiences frequent interruptions
- May deal with distraught or difficult individuals

MINIMUM QUALIFICATIONS:

EDUCATION:

Bachelor's degree in related field.

YEARS OF RELEVANT EXPERIENCE:

3-5 Years of payroll/accounting/systems experience

CERTIFICATIONS & LICENSES:

Payroll certified, preferred

TESTING:

Payroll Knowledge, Excel

CLEARANCES:

Criminal Justice fingerprint and background check

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained dog guide or service animal.

For employee questions about or requests for disability related accommodations and/or complaints of alleged discrimination, including sexual harassment, contact: Assistant Superintendent of Human Resources, Seattle Public Schools, Mailstop 33-157, P.O. Box 34165, Seattle, WA 98124-1166, 206-252-0024, or hreeoc@seattleschools.org

For students and members of the public, the following employees have been designated to handle questions and complaints of alleged discrimination: Office of Student Civil Rights, 206-252-0306, oscr@seattleschools.org, or by mail at Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166. In that department:

- For sex discrimination concerns, including sexual harassment, contact: Title IX Coordinator, 206-252-0367, or Title.IX@seattleschools.org
- For disability discrimination concerns contact: ADA/Section 504 Grievance Coordinator, 206-252-0178, or accessibility@seattleschools.org

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.seattleschools.org/careers>

Job #15571
SENIOR PAYROLL OPERATIONS ANALYST
DL

OUR OFFICE IS LOCATED AT:
2445 3rd Ave South
Seattle, WA 98124-1165
206-252-0215
marobinson@seattleschools.org

Senior Payroll Operations Analyst Supplemental Questionnaire

* 1. Do you have a Bachelor's degree in related field?

Yes No

* 2. Do you have 3-5 years of payroll/accounting/systems experience?

Yes No

* 3. Are you Payroll certified?

Yes No

* 4. What is your proficiency with Microsoft applications?

* 5. Which payroll systems have you worked with?

* 6. What's your experience with union contracts (Collective Bargaining Agreements)?

* Required Question