

JOB OPENING ANNOUNCEMENT

Apply On-line at www.smctd.com/jobs.html

Employment Hotline 650-508-6308

May 20, 2022

TITLE: Senior Payroll and Accounts Payable Specialist
EMPLOYMENT TYPE: Non-Exempt (Full Time)
DIVISION: Finance (Payroll)
PAY RANGE: \$ 28.87 - \$ 44.95/hour (\$60,049 - \$93,495 estimated annual)
APPLICATION DEADLINE: **Continuous Recruitment (Open until filled - 1st cut off June 10, 2022)**
WORK LOCATION: San Carlos, CA
WORK SCHEDULE: Hybrid work schedule

GENERAL DESCRIPTION:

Senior Payroll and Accounts Payable Specialist reports to the Supervisor, Payroll. This position is primarily responsible for performing payroll and accounts payable related duties and analytical activities.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Perform payroll on a bi-weekly basis in accordance to the District's Time and Labor policies and practices.
- Generate and analyze reports such as Wage Types, Ad Hoc Queries, employee attendance and absence reports, leave balance reports, GL Account Balances, wages charged to cost centers and projects, etc.
- Perform Accounts Payable on a weekly basis.
- Audit payroll records for compliance with Federal, State and local laws, codes, and regulations governing payroll and accounts payable.

EXAMPLES OF DUTIES:

- Audit and ensure accurate entry of timesheets. Print checks and direct deposits. Maintain check distribution list and sort paychecks for distribution.
- Process paperwork for the company Computer Purchase Program. Keep tracking spreadsheet current.
- Prepare and distribute payroll reports. Cash Flow, Workers Compensation, Budget Listing, FMLA Approval, etc.
- Prepare manual checks. Terminations, corrections, bonus and other manual checks as needed.
- Apply union Collective Bargaining Agreement (CBA) rules and pay practices.
- Verify, match and budget check stock invoices. Sort, scan and save invoices.
- Filing as needed.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Supervisor, Payroll, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS:

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- AA/AS degree in Accounting, Business, or other related field.
- Three (3) years' full-time Payroll processing experience for 500+ employees.
- Must have intermediate level experience with calculations software such as Microsoft Excel. An Excel test will be administered.
- Must have experience with PeopleSoft Payroll or other similar computer based Payroll products.

PREFERRED QUALIFICATIONS:

- Union payroll experience preferred.
- Must have experience with common office software such as Microsoft Excel, Microsoft Word, and Email.
- American Payroll Association certification is a plus.
- Report writer experience is highly desirable.
- Ability to work independently under minimal supervision and instruction.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, Excel test, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays : Seven paid holidays, plus up to four floating holidays per year

Paid Time Off : Up to 21 days (PTO) per year

Cafeteria Plans : Medical, dental, vision care, group life insurance and more

Transportation : Free Bus Transportation for employees and qualified dependents

Pension : Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.samtrans.com/about-samtrans/jobs. This is a continuous recruitment until filled with first cut-off date of June 10, 2022. Complete an online employment application. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to hr@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.