



Washington State House of Representatives

Exempt Recruitment Announcement

Financial Analyst 4 - Payroll

Opens: October 9, 2015 and Closes Friday, October 23, 2015, 5:00 pm

REPORTS TO: Senior Financial Manager, House of Representatives

LOCATION: Olympia, Washington

SALARY: \$3,838 - \$7,472 monthly, + Benefits

AGENCY PROFILE:

The House of Representatives comprises half of the Washington State Legislature and is made up of 98 members elected to serve two-year terms, representing 49 legislative districts. The Legislature meets every year to consider and pass legislation involving public policy, taxes and other revenue, and state spending. In addition to elected members, the House also employs approximately 230 full-time year-around staff, and 80 temporary session staff and interns. The House's operating budget for the 2015-2017 Biennium is approximately \$70 million.

The House's Financial Services Office provides a high level of customer service to the elected members and staff. The primary functions of the office are payroll, employee benefits, travel, expense reimbursements, vendor payments, allotment monitoring, and financial reporting. The office has a staff of five, including the Manager and four Financial Analysts.

ROLE:

The House is seeking a self-motivated person with state payroll accounting skills, diplomacy, team spirit, and a strong work ethic. The primary function of this position involves the full responsibility for coordinating and processing all payroll and employee benefits activities. The duties for this position are complex rather than routine, and the incumbent must be able to interpret and apply laws, rules, and policies to complex situations. This position must stay current on ever-changing payroll procedures and processes. This position maintains a strict schedule and meets deadlines on a regular basis. The employee is expected to advise the supervisor of emergent or pending issues, which may impact the supervisor, management, or other positions within the agency. As a member of a small team, duties may also include cross training in the areas of travel, vendor payments, expense reimbursements, and daily cash receipts.

This position offers a flexible work schedule with the exception of legislative session. Regular legislative sessions take place January through March in even numbered years, and January through April in odd numbered years. Special legislative sessions occur as needed.



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During legislative sessions, the work schedule is eight hour days, Monday through Friday, with additional hours and days as necessary depending on workload and office coverage. **Leave is usually not approved during session unless there is an exceptional circumstance that arises.**

RESPONSIBILITIES:

This position is solely responsible for processing all payroll and employee benefits activities for the House of Representatives:

- Process personnel and payroll information for House members and staff. Maintain confidential payroll files. Analyze payroll reports for accuracy, and prepare adjustments when necessary.
- Process employee benefits information. Advise employees regarding payroll, benefits, and leave. Maintain professional confidentiality pertaining to personnel issues and information.
- Process and maintain employee insurance data in HRMS, analyze and interpret reports to identify benefits eligibility.
- Reconcile differences in leave balances between the state personnel system and the House's Electronic Leave System (ELS), and enter adjustments.
- Calculate shared leave hours and prepare transactions.
- Coordinate and process garnishments.
- Coordinate transfers between state agencies for insurance benefits, initiate payment and collections, process employment security payments and reconciliations of those payments.
- Determine benefit eligibility upon retirement or termination and calculate leave payouts.
- Prepare quarterly Department of Labor and Industries reports.
- Prepare quarterly IRS Form 941 payroll tax reports; balance employees' W-2's at year end.
- Reconcile all general ledger accounts in Fund 035, and prepare journal voucher adjustments when necessary.
- Work closely with and provide guidance to other staff throughout the agency involved in gathering personnel, payroll, and employee benefits information.
- In conjunction with the travel position; answer incoming calls to the House Accounting Office.
- Perform other related duties as required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's Degree in Business Administration, Accounting, or related field. Up to two years of additional state payroll experience may be substituted year for year towards



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- the required college level education provided the minimum number of hours of accounting coursework is met.
- Minimum of 18 quarter hours or 12 semester hours of college-level coursework in Accounting.
- Two years' experience as a Payroll Analyst in a Washington state agency performing payroll and related duties using the Human Resource Management System (HRMS) and PAY1 (insurance benefits system).
- Experience using the state's Agency Financial Reporting System (AFRS).
- Ability to interpret and apply laws, rules, policies, and procedures that directly affect payroll, benefits, and personnel actions.
- Proficiency in computer applications such as Microsoft Word, Excel, and Outlook.
- A dependable and strong work ethic, and the ability to maintain a professional demeanor at all times. Ability to seek and follow supervisory direction as required.
- Positive attitude and the ability to be an exceptional team member.
- Ability to multi-task and to handle complex and difficult situations.
- Excellent written and oral communication skills.
- Strong organizational skills and excellent attention to detail.
- Ability to maintain strict confidentiality at all times.

HOW TO APPLY:

Please submit the following information by 5:00 pm on October 23, 2015:

- A letter of interest addressing the specific qualifications and abilities.
- A current resume detailing your experience and education.
- A list of at least three professional references, including one supervisor, with current telephone numbers and/or email contact information.



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Send to:

Lynn Rostvold, Supervisor Financial Services
House of Representatives
E-mail: Lynn.Rostvold@Leg.wa.gov
Fax: (360) 786-7209

We would prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf.

The House of Representatives is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Kristin Collins, in the Legislative Support Services human resources office at (360) 786-7337, or e-mail Kristin.Collins@leg.wa.gov.