



JOB TITLE: SGT Payroll Specialist

DEPARTMENT: Transportation

SUPERVISOR: Transportation Director

UNION AFFILIATION: OPEIU
(Dues will apply)

STATUS: Non-Exempt

FTE: 1.00

SALARY GRADE: 205

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and built skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice, and supporting our entire community to reach its potential.

As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened. As such, we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

JOB SUMMARY: The Solid Ground Transportation Department includes Solid Ground Transportation (SGT), a program that provides para-transit service under contract to King County Metro's Access Services Division. The Payroll Specialist coordinates payroll processing for SGT, in accordance with agency policy and various union contracts, while supporting the Payroll Accountant and HR staff. This includes creating accurate timesheets, tracking leave usage, and answering inquiries via research and written or system generated reports. This position also provides administrative support to the program and other administrative tasks for Solid Ground Transportation.

ESSENTIAL RESPONSIBILITIES, DUTIES AND TASKS:

- 30% Complete payroll tasks including creating payroll timesheets from source documents; track leaves and process vacation advances, and check requests. Generate 100+ timesheets semi-monthly for the Payroll Accountant, including troubleshooting and ensuring payroll system and Excel forms accurately reflect payroll entries and records. Create and maintain back-up records for tracking leave usage. Reconcile back-up record with Payroll Accountant year-to-date record on a semi-monthly basis; research and resolve any discrepancies to ensure accurate posting to payroll record.
- 20% On a daily basis, research and respond timely to payroll and benefits inquiries from SGT employees, HR, and Finance utilizing system reports and payroll records. Collaborate with HR and Finance staff regarding payroll records, drivers' picks, leave review periods, and termination dates. Create SGT timesheets for new and existing employees on an annual basis and update as necessary.
- 20% Run reports on leave usage and collaborates with HR and Finance staff regarding matters concerning leave hours. Ensure payroll source documents, such as direct deposit and W4 change forms, are correct and complete. Receive and distribute payroll checks.
- 15% Apply agency policy and all union (IAM, OPEIU, ATU) contracts to payroll practices and procedures, Department of Transportation (DOT) labor regulations.
- 10% Create and maintain local employee personnel files and safety records including training and collision files, ensuring all required information is included. Provide administrative support to Operations, such as filing and reference checks.
- 5% Participate in special projects and committees as assigned. Participate in program, department and agency meetings and relevant trainings as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EDUCATION and EXPERIENCE:

Requires the following:

- (a) Two years of experience in accounting/bookkeeping/financial management
- (b) AA degree in accounting or business. One additional relevant experience may be lieu of degree.

MINIMUM QUALIFICATIONS:

- Proficient knowledge of Microsoft Office products such as Excel, Outlook.

- Ability to learn computerized accounting or query systems, such as Attendance on Demand, Trapeze, and Info-Manager. Ability to learn such software and analyze the impact of work performed.
- Ability to work individually in a self-directed manner and as part of a team in group functions.
- Ability to take general direction and apply it to specific circumstances as the situation requires.
- Ability to maintain confidentiality.
- Excellent customer skills.

PHYSICAL DEMANDS/WORKING CONDITIONS: This position works performing office duties 95% of the time and 5% in the field. Position requires employee to lift/carry 25-35 pounds rarely, 5-10 pounds occasionally, and 1-5 frequently. Push/pull requires 5-15 pounds seldom, 1-5 pounds occasionally. Office duties include constant data entry 75%, filing, copying, and misc. 20%, 5% in the field at meetings. Position has the ability to sit/stand as needed, but does frequent computer input requiring sitting. Some stairs required.

Hours & Compensation: This is a regular, full-time (40 hours/week), union position **starting at \$25.85/hr plus benefits.** Salary range \$25.85-\$34.11. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts. Solid Ground employees may be eligible for a standard annual increase. The amount may be determined by an employee's union membership.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.