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The purpose of the Oregon Military Department (OMD) is to assist and support The Adjutant General in executing his Constitutional duties as Commander of the ORNG. The Adjutant General is statutorily required to command, provide administration, and oversee construction and maintenance of facilities, training camps and areas, and air bases for the Oregon Army and Air National Guard in support of the Governor. The ORNG provides the Governor with a ready force to assist civilian authorities during civil unrest or natural disasters, or responds to the President during national emergencies.   Within this military environment, OMD employees work in a wide range of occupations including armed security, fire fighters, repair/refurbish Department of Defense equipment, support youth activities, operate and maintain over 50 facilities throughout the state, manage major construction projects, and provide expertise in environmental compliance as well as managing the agency’s budget and fiscal resources, providing human resource management and payroll activities for State employees, and soldiers and airmen called for State Active Duty.   Our positions mirror the wide variety of skills and knowledge needed to support the ORNG mission. If you are interested in an opportunity to work in a complex, fast-paced military environment, please consider applying for a position with the OMD.   ***NOTE: This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill future vacancies as they occur.***    **This position is represented by the American Federation of State, County and Municipal Employees’ (AFSCME) Union.**    ***This is a full-time, permanent position with the Oregon Military Department located in Salem.  This position does not require military membership.  You must be a current State Employee (Permanent, Limited Duration or on Trial Service) to qualify for this position.                                                                 http://agency.governmentjobs.com/images/AgencyImages/jobposting/1807/JobPostings/image/Military%20Department/OMD%20color%20logo.jpg* The Financial Administration Division** provides fiscal management of the agency and oversight of the agency's state and federal budgets in excess of $450 million, and accounts for all agency funds.  The division also manages agency information systems, payroll for employees and National Guard Members ordered to State Active Duty, the National Guard incentive programs, accounts for agency assets and property, and performs risk management and public procurement management for the agency.  If you recently applied for announcement OMD13-045 you need not reapply as your application will be considered. This announcement is reopened to increase the number of applicants for consideration. | |  | | **DUTIES & RESPONSIBILITIES:** | | The primary purpose of this position is to perform a variety of payroll tasks to maintain agency payroll to ensure accurate and timely pay for agency employees and Oregon National Guard members serving in State Active Duty status. The payroll Technician also assists the agency Personnel office with benefit related information and the tracking of family medical leave.   **PAYROLL:** Processes, and reconciles payroll, and records changes affecting net wages (e.g., gross pay adjustments, exemptions, insurance coverage or voluntary deductions) to update master payroll records in complex payroll operations (i.e., multiple shifts, multiple cost centers, multiple collective bargaining agreements, multiple cooperative agreements, etc.). Assures compliance with governing regulations through analysis and interpretation (e.g., collective bargaining agreements, Fair Labor Standard Act (FLSA), COBRA, PERS, Wage and Hour, Family Medical Leave Act (FMLA), etc.). Verifies and reports agency wide leave accruals and adjustments. Reconciles, analyzes, interprets and records gross payroll and adjustment totals. In concert with the Personnel office, reviews personnel actions to confirm the payroll correctly reflects promotions, demotions, raises, changes in percentage of time worked, and work out of class adjustments. Reviews orders for involuntary deductions including bankruptcy orders, IRS levies, Department of Revenue garnishments, child support orders, and creditor and student loan garnishments. Enters data into OSPS and works closely with OSPA staff. Ensures that complete and auditable documents are maintained in the affected employee’s files. Verifies employee’s retirement date eligibility and enters appropriate codes into OSPS so that retirement contributions are started timely. Calculates the final paycheck for departing employees.   **PERSONNEL ASSISTANCE:** Assists the agency Personnel office with employee benefits actions. Assists in the preparation of SAIF calculations and identifying necessary adjustments. Assists with compensatory time cash-outs, domestic partners insurance adjustments, and Family Medical Leave Act tracking and recording. Works closely with Personnel office staff in the interpretation of collective bargaining agreements and the activation of Oregon National Guard resources when called to State Active Duty Service.   **MISCELLANEOUS DUTIES:** Including, but not limited to: Organizes and prioritizes work to meet deadlines. Provides recommendations to supervisor for improving procedures. Maintains desk procedures manual. Accomplishes special projects. Composes and prepares correspondence. Attends meetings, answers telephones, copies and faxes documents.   ***Ongoing:***Regular attendance is an essential function required to meet the demands of this position and to provide services to the program. Must exercise independence in judgment and actions to complete the tasks. Must maintain confidentiality regarding sensitive items in all areas that occur on a day-to-day basis.   **Working Conditions:** Work is performed in an office environment and requires operation at a computer terminal for extended periods of time. Ability to handle interruptions, conflicting demands of time and resources, and production deadlines. Typical duties may also include occasional in state and out of state travel by vehicle or airplane. | |  | | **QUALIFICATIONS & DESIRED ATTRIBUTES:** | | **MINIMUM QUALIFICATIONS**  Must possess and maintain a valid driver license and suitable driving record;  **-AND-**  have three years of technical support accounting experience. Two years of the experience must include: **a) coding transactions and checking them for propriety, b) balancing, and c) resolving discrepancies in computer edits.**   Training or experience must include operating a ten-key calculator by touch and using a computer to enter, update, or retrieve information.  **- OR -**  Must possess and maintain a valid driver license and suitable driving record;  **- AND -**  at least 90 quarter (60 semester) credit hours from an accredited college, university, or vocational-technical school that includes 12 quarter (9 semester) hours in accounting.  Training or experience must include operating a ten-key calculator by touch and using a computer to enter, update, or retrieve information.  **NOTE:** To receive credit for required courses, submit a photocopy of transcripts.  **Desired Attributes:** ***Preference may be given to candidates who possess the following:***   * Experience including a.) coding transactions and checking them for propriety, b.) balancing, and c.) resolving discrepancies in computer edits which are specific to Payroll. * Experience in a union environment. * Experience researching and analyzing laws, rules and policies to make recommendations about solutions or needed change. * Experience with Oregon State Payroll System (OSPS). | |  | | **ADDITIONAL INFORMATION:** | | ***The Oregon Military Department is an Equal Opportunity, Affirmative Action employer, committed to a diverse workforce with equal opportunity programs.***  To apply, follow the "Apply" link above to complete the Oregon Employment Application online. If the announcement requires attachments or supplemental questions, all application materials must be received by the closing date/time posted on this announcement.  If you require an alternate format in order to complete the employment process, you may call Recruitment Services at (503) 584-3514. Please be prepared to leave a message describing the alternate format needed.  The pay and benefits on all announcements may change without notice.   Only complete applications will be considered. Be sure to answer all supplemental questions completely and attach all required documentation. Responses to the supplemental questions will determine if you meet the minimum qualifications, any special qualifications and/or desired attributes for this position. Qualified applicants whose responses most closely match the requirements for this position will be invited to interview.  **Transcripts must be attached at the time of application to receive credit for education coursework.**  The selection process will consist of a review of the material provided and an evaluation of experience and training.  The successful candidate for this position will be subject to a LEDS check.    Must be able to obtain and maintain a favorable background check sufficient for computer access issued by the National Department of Defense.  IMPORTANT NOTICE - Requiring Email Addresses  To improve communication with all applicants, the State of Oregon now requires an e-mail address be provided on all applications received.  If you do not currently have an email address and do not know where to go to get one please refer to our Applicant Frequently Asked Questions web page, scroll to the How to Apply for a Job section, question #14 to view several links to internet providers where you can get a free e-mail account. The state of Oregon does not endorse any particular provider.  If you need assistance with adding attachments to your profile or to a specific job posting please go to Adding and Removing Attachments to a Profile and Job Posting for further instructions. This quick help guide can also be found on the State Jobs Page by clicking in the Applicant E-Recruit FAQ's then click on Applicant Profile Maintenance.  **Veteran Preference Points**  Since the time of the Civil War, Veterans of the Armed Forces have been given some degree of preference in appointments to government jobs. In recognizing the sacrifices made by those serving in the Armed Forces, Congress enacted laws to prevent veterans seeking employment from being penalized because of the time spent in military service.  Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of your DD214 or 215 or a letter from the U.S. Dept. of Veteran’s Affairs (VA) indicating receipt of a service connected pension with application.  Oregon state government, along with cities, counties and local service districts, provide qualifying veterans and disabled veterans with preference in employment in accordance with Oregon Revised Statutes (ORS) 408.225, 408.230, and 408.235; Oregon Administrative Rules (OAR) 105-040-0010 and 105-040-0015. | | | |  |  | | --- | --- | | **VISIT OUR AGENCY WEBSITE AT:**  <http://www.oregon.gov/OMD/>   **OUR OFFICE IS LOCATED AT:**  P.O. Box 14350  Salem, OR 97309  503-584-3583  1-800-452-7500 x3583 | Job #OMD13-045R  ACCOUNTING TECHNICIAN 3 (PAYROLL TECHNICIAN)  HY | |  |  | | --- | | **Accounting Technician 3 (Payroll Technician) Supplemental Questionnaire** |  |  | | --- | | Your answers to the 'Supplemental Questions,' will be reviewed to determine if you meet the minimum qualifications (required) and how you meet the desired attributes (requested) for the position to which you have applied. This review may include an automated scoring process and/or a manual review of all or some of the responses. The specific questions and the scoring process used is determined by each hiring authority.  Answers to questions about specific experiences must be supported in your work experience statements in the application form or, if requested, your resume.    Resumes’ will **NOT** be used to determine qualifications unless it clearly states a resume is required in the job posting.  Only those individuals who meet the minimum qualifications and most closely match the desired attributes will be invited to an interview.  **Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications.** Transcripts must be from an accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.   **NOTE:** This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Judicial Department; in those branches the requirement, if any, for transcripts is as indicated on the job announcement. |  |  |  |  | | --- | --- | --- | |  | | | | \* | 1. | Are you a current employee of the State of Oregon? Note: This includes regular status, trial service and limited duration employees. Temporary, volunteer and contract employees are not included. | |  | | Checkbox Yes Checkbox No | | \* | 2. | Do you have a current and valid driver license? | |  | | Checkbox Yes Checkbox No | | \* | 3. | Has your **training or experience** included operating a ten-key calculator by touch and using a computer to enter, update, or retrieve information? | |  | | Checkbox Yes Checkbox No | | \* | 4. | Describe the types of experience you have had in checking your own data entry for accuracy, quickly and precisely, to find and correct errors. | |  | | | | \* | 5. | Which of the following best describes your **highest related level of education**? | |  | | Checkbox High School Diploma or Equivalent Checkbox Some College Coursework, No Degree Received Checkbox Associate's Degree or above Checkbox None of the Above | | \* | 6. | How many college level credit hours have you completed? Select the Quarter/Semester hours that best describes your **completed coursework**. | |  | | Checkbox None Checkbox 4 Quarter hours/3 Semester hours Checkbox 8 Quarter hours/5 Semester hours Checkbox 12 Quarter hours/8 Semester hours Checkbox 16 Quarter hours/11 Semester hours Checkbox 20 Quarter hours/13 Semester hours Checkbox 24 Quarter hours/16 Semester hours Checkbox 28 Quarter hours/19 Semester hours Checkbox 32 Quarter hours/21 Semester hours Checkbox 36 Quarter hours/24 Semester hours Checkbox 40 Quarter hours/27 Semester hours Checkbox 44 Quarter hours/29 Semester hours Checkbox 45-68 Quarter hours /30-45 Semester hours Checkbox 69-89 Quarter hours /46-59 Semester hours Checkbox 90 or more Quarter hours /60 or more Semester hours | | \* | 7. | In relation to question 6, how many **credits hours in Accounting** have you completed? Select the Quarter/Semester hours that best describe your **completed coursework**. | |  | | Checkbox None Checkbox 4 Quarter hours/3 Semester hours Checkbox 8 Quarter hours/5 Semester hours Checkbox 12 or more Quarter hours/9 or more Semester hours | | \* | 8. | Which of the following best describes the **focus of your degree**? | |  | | Checkbox Accounting Checkbox Other Related Degree Checkbox My degree is not related Checkbox I do not have a degree | | \* | 9. | If you selected "Other Related Degree" in question 8, please identify the **focus of your degree**. If you did not, enter N/A. | |  | | | | \* | 10. | Which of the following best describes your **level of technical support accounting experience**? | |  | | Checkbox less than 3 years Checkbox 3 years or above Checkbox None of the above | | \* | 11. | Based on your answer to question 10, which of the following best describes your **level of experience in ALL of the following:** a) coding transactions and checking them for propriety, b) balancing, **and** c) resolving discrepancies in computer edits? | |  | | Checkbox less than 2 years Checkbox 2 years or above Checkbox None of the above | | \* | 12. | Describe your experience utilizing the Oregon State Payroll System (OSPS). Please include length of experience and duties performed. Be specific in your response. | |  | | | | \* | 13. | Describe your experience researching and analyzing laws, rules and policies in order to implement changes in procedures. Please be specific in your response. | |  | | | | \* | 14. | Describe your experience working in a union environment. Be specific in your response. | |  | | | | \* | 15. | Explain your experience a.) coding transactions and checking for propriety, b.) balancing and c.) resolving discrepancies in computer edits which are specific to payroll. | |  | | | | \* | 16. | Are you a current State of Oregon employee? | |  | | Checkbox Yes Checkbox No | | \* Required Question | | | |