



STATE OF OREGON
invites applications for the position of:

Accounting Technician 3 - Central Payroll Technician

JOB CODE:	ODOT16-0848oc
OPENING DATE/TIME:	07/06/16 12:00 AM
CLOSING DATE/TIME:	07/20/16 11:59 PM
SALARY:	\$2,797.00 - \$4,033.00 Monthly
JOB TYPE:	Permanent
LOCATION:	Salem, Oregon
AGENCY:	Transportation-Central Services

DESCRIPTION:



ODOT16-0848oc - Salem

The Oregon Department of Transportation (ODOT) works to provide a safe, efficient transportation system that supports economic opportunity and livable communities for Oregonians.

This position is with the Central Services Division, Financial Services Branch with the Payroll Unit in Salem. Financial Services is committed to providing superior customer service and exceptional financial information and analysis. All units within the Branch continually collaborate with the various business lines to adopt innovative solutions consistent with good financial controls.

The Central Payroll Technician completes a broad variety of payroll related activities and provides payroll assistance to employees and managers of the agency which includes consultation/computation concerning pay, benefits, taxes, and other payroll related information.

Working Conditions

- Occasional adjustments of work schedule and/or overtime work including evenings and weekends to meet customer service needs.
- Ability to lift and carry materials weighing up to 50 pounds.
- Frequent telephone contact and work on personal computers.
- Work with highly private and confidential information that must be safeguarded.

This position is represented by the Service Employees International Union (SEIU/OPEU).

DUTIES & RESPONSIBILITIES:

- Provide technical assistance on payroll related issues. This involves daily telephone contact with individuals to clarify information, analyze and resolve discrepancies or explain agency accounting policies/procedures.
- Interpret federal and state laws, rules, policies and procedures, union contracts and benefits; provide information, advice, and direction to employees and bargaining unit/vendors.
- Explain insurance options to new hires and changes to employees during open enrollment each year. Coordinate and process annual open enrollment for insurance and charitable contributions.
- Audit, and input employee insurance forms into Public Employees Benefits Board (PEBB) benefits system. Answer employee questions and communicate with employees, benefit boards, and vendors to ensure that benefits are accurately processed and updated.
- Ensure Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) benefits are administered in accordance with agency policy and federal law. This includes account audits, accurate benefit calculations, and monitoring program eligibility dates as well as hours for compliance as required by the FMLA and OFLA programs.
- Process requests for handwritten checks for payment of wages to agency employees. Prepare documentation to support all special payments.
- Process and monitor requests for hardship leave program.
- Process employment verifications, unemployment claims, salary information, and other various requests for information from outside entities.
- Identify employees going on Leave without Pay (LWOP), terminating, or otherwise losing eligibility for benefits. Research and determine COBRA eligibility and submit appropriate notices to carriers according to benefit board procedures and within established timelines.

QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:

Minimum Qualifications

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.

OR

At least 90 quarter or 60 semester credit hours from an accredited college, university, or vocational-technical school that includes 12 quarter or 9 semester hours in accounting. *To receive credit for required courses, submit a photocopy of transcripts.*

Training or experience must include using a computer to enter, update, or retrieve information.

Technical support is defined as the work requires the application of advanced accounting methods and the knowledge of a range of accounting principles.

ADDITIONAL INFORMATION:

Instructions

To apply for this position, you must:

1. Complete the application. *A resume or position description will not be accepted in place of a completed application. We will not consider resumes attached to applications for this recruitment.*
2. The work experience and/or education sections of your application must **clearly** demonstrate how you meet the minimum qualifications listed above.
3. Complete the required supplemental questions.

Failure to follow these instructions including failure to attach manager's approval as described above will disqualify your application.

Pre-employment Checks

We will conduct criminal background checks on the final candidate including current ODOT employees. All applicants are subject to additional pre-employment check(s) such as driver license, LEADS, and/or education verification as required for the position.

Questions

- For questions about the job announcement, call Jo Anne at 503-378-6721.
- For technical help with your login or online application issues, call 1-855-524-5627 from 6:30a to 5:30p PST M-F by leaving a voicemail. It may take up to 24 hours to receive a response. If you do not receive a response after 24 hours, you can email Technical Support at support@governmentjobs.com.

Application Checklist

1. Complete application.
2. Complete supplemental questions with cited employers listed in application.
3. Veteran's documents attached to application, if applicable.
4. You are strongly encouraged to print and/or save a PDF copy of your electronic application for your records.



Oregon Department of Transportation

Human Resources/Recruitment, MS12

355 Capitol St NE

Salem OR 97301-3871

Fax 503-986-3895

ODOT is an Equal Employment Opportunity and Affirmative Action Employer.

This information can be made available in an alternative format by contacting ODOT Recruitment at 503-986-3700 or through Oregon Relay Service at 7-1-1.

ODOT does not discriminate on the basis of disability in admission or access to our programs, services, activities, hiring, and employment practices. Questions: 1-877-336-6368 (EEO-ODOT) or through Oregon Relay Service at 7-1-1.

ODOT is committed to complying with the Americans with Disabilities Act. It is our policy not to discriminate against any qualified employment applicant because of a disability. Applicants with a disability may request a reasonable accommodation during the application process by contacting the [Employee Civil Rights & Diversity Manager](#) at 1-877-336-6368 (EEO-ODOT)

ODOT does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation or any other class protected by State or Federal laws. For questions, concerns, or complaints regarding Equal Employment Opportunity and Affirmative Action, contact the [Employee Civil Rights & Diversity Manager](#) at 1-877-336-6368 (1-877-EEO-ODOT).

#LI-DNP

Job #ODOT16-0848oc
ACCOUNTING TECHNICIAN 3 - CENTRAL
PAYROLL TECHNICIAN
OJ

Accounting Technician 3 - Central Payroll Technician Supplemental Questionnaire

Work Experience

The work experience section of your application must include a clear description of your experience in order to determine if you meet the required skills (**minimum and special qualifications**) and at what level you meet the requested skills (**desired attributes**). Your

answers to supplemental questions about your specific experience must also be supported in the work experience statements in your application form or, if requested, your resume. Supplemental materials such as cover letters and/or a resume will NOT be reviewed or used to determine candidates' qualifications unless the posting specifically states those materials are required from applicants.

Supplemental Questions

Your answers to the Supplemental Questions may be reviewed to help determine if you meet the required skills and how you meet the requested skills 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.

Note: The specific questions and scoring process used are determined by each hiring authority. Only those individuals who meet the required skills and most closely match the requested skills will be invited to an interview.

Transcripts

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. 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. Which of the following best describes your highest related level of education?
 - High School Diploma or Equivalent
 - Technical or vocational school certificate
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate Degree
 - None of the Above
- * 2. Which of the following best describes the focus of your degree or certificate?
 - Accounting
 - Other related degree/certificate
 - My degree/certificate is not related.
 - I do not have a degree/certificate.
- * 3. In relation to question 2, select the quarter/semester hours that best describe your completed coursework..
 - 69-95 quarter / 46-63 semester hours
 - 96-143 quarter / 64-95 semester hours
 - 144-191 quarter / 96-127 semester hours
 - 192-239 quarter / 128-159 semester hours
 - 240 or more quarter / 160 or more semester hours
 - None of the above
- * 4. If you selected "Other related degree/certificate" in question 2, please identify the focus of your degree/certificate. If you did not, enter N/A.
- * 5. Which of the following best describes the length of your technical support accounting experience?

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- Less than 1 year

- 1 year
 - 2 years
 - 3 years
 - 4 years or more
 - None of the above
- * 6. Based on your response to the previous question, does this experience include coding transactions and checking them for propriety, balancing, AND resolving discrepancies in computer edits?
- Yes
 - No
- * 7. If you selected 'Yes' to the previous question, please list the employer(s) where you gained the experience. If not, enter N/A below.
- * 8. Do you have experience or training in operating a ten-key calculator by touch and using a computer to enter, update, or retrieve information?
- Yes
 - No
- * 9. **The next 4 essay style questions will be used to help to determine who will be offered an interview. Providing detailed answers is to your advantage.**
- Give an example of a time when your work routine was disrupted. What steps did you take to try to ensure you would still be able to complete your assigned tasks?
- * 10. Give an example of a time when you had to use your fact-finding skills to solve a work-related problem. Describe the process you used to analyze the information to bring about a decision?
- * 11. Give an example about a time when you were faced with the challenge of remaining calm in an escalating work-related situation.
- * 12. Give an example of a "challenging" teamwork situation where there were conflicting opinions on how to move forward to complete a project. What was your role in assisting the team to achieve the objective?
- * Required Question