Washington Courts Employment Opportunity

Administrative Office of the Courts

SENIOR PAYROLL ANALYST

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**Our Mission:** Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds and perspectives while fostering growth and advancement in the workplace.

**Job #:** 2020-18  
**Status:** Regular, Full-Time  
**Location:** Olympia, Washington  
**Salary:** Range 52: $48,792 — $64,008 per year (DOQ)  
**Opens:** June 16, 2020  
**Closes:** June 30, 2020

The Administrative Office of the Courts (AOC) is seeking a journey level professional performing the payroll accounting and auditing duties for the AOC, Supreme Court, Court of Appeals, Law Library, Office of Public Defense, Office of Civil Legal Aid and Superior Court Judges in accordance with generally accepted accounting principles, governmental auditing standards and regulations, and AOC procedures.

**POSITION PROFILE**

Serves as lead for positions within the payroll section. Work is performed under general direction from the Financial Services Manager. Decision-making is within established guidelines and defined rules/procedures, although some areas require interpretation and development of possible approaches.

- Prepares and processes payroll for AOC, Superior Court Judges, Court of Appeals, Law Library, Office of Public Defense, Office of Civil Legal Aid and the Supreme Court justices and staff.
- Reviews, analyzes, reconciles, maintains and corrects payroll revolving fund and payroll related discrepancies; reconciles financial data with general ledger trial balance; prepare and monitors periodic financial reports.
- Prepares and analyzes automated and/or manual reports, interprets payroll policy, assesses, develops, implements and evaluates complex payroll and benefit systems in accordance with established governmental standards and AOC policy.
- Review and approves payroll documents and deduction forms; consults on payroll issues, federal tax withholding, electronic fund transfers, insurance and other miscellaneous deductions; make payroll computations; directs and monitors payroll input to online payroll system.
• Reviews, verifies, researches and problem solves payroll and leave related issues.
• Maintains payroll accounting procedures and controls.
• Participates in developing recommendations for business improvement measures within the Financial Services section.
• Processes, tracks and reports hourly employee wages, calculate offsets and premiums for employees covered under Workers Compensation, processes and tracks monthly affidavits submitted by judges for reimbursement of salary.
• Participates in the development of financial summary reports, analysis of financial reports, development of internal financial procedures; development and presentation of accounting and management reports, and recommendation for enhancement of business processes.
• May review the work of Financial Services Specialist and Analyst.
• Performs other duties as required.

REQUIRED QUALIFICATIONS AND CREDENTIALS

• A Bachelor’s degree in accounting OR a Bachelor’s degree with a minimum of 20 semester or 30 quarter hours of college level accounting, AND

• Three years of progressively responsible professional accounting experience.

A combination of relevant education and experience demonstrating a working knowledge of the duties and responsibilities of the Senior Payroll Analyst may be considered in meeting the qualifications.

THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING KNOWLEDGE, SKILLS OR ABILITIES

This position provides payroll services for The State of Washington's nine Supreme Court Justices, and all of the Court of Appeals and Superior Court Judges, therefore, excellent customer service skills with the ability to work well under pressure and maintain a professional demeanor is critical.

The ideal candidate must be able to complete tasks timely, and understand the importance of meeting assigned deadlines.

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are REQUIRED for your application to be considered complete. Note: ALL sections of the Application must be completed.

✓ Cover Letter (no more than two pages)
✓ Resume (chronological)
✓ Judicial Branch Application for Employment

The Judicial Branch Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts, the Application is located at the bottom of the page.

It is preferred applications be emailed to employment@courts.wa.gov in a PDF format (Word documents are also accepted). You can also mail your materials to Administrative Office of the
Courts, Attn: Human Resources, PO Box 41170, Olympia, WA 98504-1170. Faxed copies can be sent to 360-586-4409. Late applications will not be accepted when a deadline is expressed.

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Make sure your application and cover letter (if requested) directly addresses how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application and the materials submitted. All information may be verified and documentation may be required. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

**IMPORTANT INFORMATION**

- Workweek may fluctuate depending on workload or agency need.
- This position **is not** covered by the Fair Labor Standards Act (FLSA).

*The AOC is an equal opportunity employer and does not discriminate on the basis of gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.*

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

**SPECIAL NOTE:** Prior to a new hire, a background check including criminal history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

**MORE INFORMATION ABOUT AOC**

The Administrative Office of the Courts (AOC) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work life in a wonderful community are a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.
See www.courts.wa.gov/employ for more information about Washington Courts, Compensation and Benefits.