



Payroll Accountant I

Job Code	20000943	Job Family	Financial Management & Controls	Professional / Knowledge Worker	
Department	Accounting	Reports to	Manager Accounting	Union Status	Non-Represented
FLSA Status	Non-Exempt	Pay Grade	2054	This Job is a Lead	No
Last Updated	12/1/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Supports the processing of timely, accurate and complete payroll labor and financial data as a shared service for the District. Learns and applies business processes that ensure the District remains in compliance with payroll laws, regulations, and internal directives to which it must adhere. Assists with research and analysis to support the development of business processes that impact the District's ability to process payroll effectively while also supporting its internal controls over compliance, financial reporting, business applications and data governance. Supports the District's core values as well as its cost and fiscal management strategic priorities.

Accountabilities

Accountability #1

Payroll Processing: Supports achieving the highest level of employee and community trust in how the District manages payroll processing by supporting the District's commitment to each employee that payroll and other labor payments will be complete, accurately and timely through: the consistent application of risk-based audit procedures; support in the research, calculation and processing of multifaceted payroll accounting issues such as tax, insurance, garnishments, benefits, leave programs, grievances, terminations and other required adjustments or corrections; and supporting effective District-wide communication of and adherence to demanding internal and external payroll processing deadlines, and similar responsibilities.

Accountability #2

Compliance: Supports achieving the highest level of employee and community trust in how the District manages compliance by supporting the District's accountability to Federal, State, and Local agencies by: consistently learning and applying knowledge of how payroll process are impacted by law, regulation or District specific policy such as the Collective Bargaining Agreement, RCW, DRS, IRS, GAAP, FERC, and NARUC; providing research and analysis to support resolution of multifaceted payroll questions; supporting the maintenance of documentation sufficient to comply with audits requiring payroll and labor data support, and similar responsibilities.

Accountability #3

Financial Planning Reporting & Analysis: Supports maintaining transparency to the District's rate payers and financial investors by: consistent application of internal controls that will mitigate risks to the completeness, accuracy and timeliness of financial reporting and analysis such as the accurate classification of payroll financial and labor data; preparation of payroll and financial reporting journal entries; preparation of month-end and annual general ledger reconciliations; supporting the research, development and analysis related to ad hoc managerial reporting, monthly and annual financial statements as well as other KPI tools, and similar responsibilities.

Accountability #4

Relationship Management: Supports delivering exceptional value to our customers through powerful cross group partnership and collaboration by supporting the District’s ability to continuously improve business processes that impact the provision of complete, accurate and timely payroll and labor payments by: supporting the development of positive working relationships at the District’s division, department, work group and employee levels; responding to and giving guidance for internal and external inquires as a payroll subject matter expert; providing project support; participation in ad hoc committees; supporting department goals and objectives; promoting the District’s core values, and similar responsibilities.

Accountability #5

Business Application/Data Management: Supports increasing the public’s confidence in the quality of the District's financial data management by supporting integrity over the District’s labor related business applications and data through: continuous assessment of risks related to multifaceted reporting and labor entry requirements; consistent support for the application of systematic business processes; support for the maintenance of data warehouses and tables; support for multifaceted data analytics and the flow of financial and labor data between District workgroups, data processing vendors, third party administrators and regulating agencies that is timely, accurate, and complete, and similar responsibilities.

Accountability #6

Accountability #7

Accountability #8

Accountability #9

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed

to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Accounting, Finance, Business, or related field;

OR

Associate's Degree in Accounting, Finance, Business, or related field, AND
Two (2) years of progressively more responsible payroll, accounting, or finance experience;

OR

Four (4) years of progressively more responsible payroll, accounting, or finance experience.

Preferred Education and Experience:

Master's Degree in Accounting Finance, Business, or related field

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Preferred License(s) and/or Certification(s):

America Payroll Association (APA)

Fundamental Payroll Certification (FPC)

America Payroll Association (APA)

Certified Payroll Professional designation (CPP)

Certified Public Accountant (CPA) or the educational requirements to sit for the CPA exam

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Generally Accepted Accounting Principles.

Federal, State and Local laws and regulations that impact payroll processing, financial and labor reporting requirements.

Payroll processing business applications.

Large scale Enterprise Resource Planning (ERP) software: Payroll, General Ledger and Financial Reporting modules.

Payroll and other labor financial analysis as it relates to managerial and financial reporting requirements.

Microsoft Office Suite with a beginner to intermediate use of the Excel application.

Data warehousing tools used to provide ad hoc data analytics and report writing.

Balance general ledger accounts and maintain accurate electronic payroll records.

Work in a collaborative team environment providing shared services to both internal and external customers.

Communicate and work effectively with all levels of an organization, outside agencies, vendors, contractors, and the public.

Use independent and discretionary judgement.

Plan and organize work in order to adapt to changing processes and priorities.

Work with and maintain confidential information.

Work with accuracy under pressure to meet internal and external deadlines.

Learn and apply District Directives, Policies and Collective Bargaining Agreements.

Learn to apply FERC and NARUC accounting practices.

Perform research and analysis techniques for effective solutions.

Preferred Skills and Abilities:

ADP Payroll Application

ADP PayForce Platform

SAP ERP Financial Accounting and Controlling (FICO) and its sub modules

SAP HRM SuccessFactors and its sub modules

Power BI report development using data models

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability

- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List

Frequency

Sit	Frequent (34-66%)
Walk	Frequent (34-66%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Occasional (11-33%)
Bend/Stoop	Occasional (11-33%)
Squat/Kneel	Occasional (11-33%)
Crawl	Never
Reach	Occasional (11-33%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)

Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Seldom (1-10%)
Work rapidly for long periods	Frequent (34-66%)
Use close vision	Constant (67-100%)
Use distance vision	Seldom (1-10%)
Use color vision	Constant (67-100%)
Use peripheral depth perception	Never
Speak	Frequent (34-66%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Occasional (11-33%)
Work alone	Occasional (11-33%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Constant (67-100%)
Speak with clarity with others	Constant (67-100%)

Comprehension

	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)

Reasoning

	Frequency
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Frequent (34-66%)

Organization

Frequency

Plan own work activities	Occasional (11-33%)
Plan work activities of others	Seldom (1-10%)
Direct work activities of others	Occasional (11-33%)
Resilience	Frequency
Work under pressure	Frequent (34-66%)
Work for long periods of time	Frequent (34-66%)
Work on several tasks at the same time	Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Frequent (34-66%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

Regularly - more than 12 times a year All critical applications are supported 24/7

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.