



CITY OF LAKE OSWEGO

EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES/PAYROLL SPECIALIST HUMAN RESOURCES DEPARTMENT

\$31.65 - \$38.98 / Hourly

The Position: The City of Lake Oswego is seeking qualified candidates for the position of Human Resources/Payroll Specialist to become well versed in aspects of HR and Payroll and to seamlessly connect the two functions. The incumbent will be required to develop knowledge of City, HR and Payroll policies and procedures, possess outstanding customer service and problem solving skills and have the ability to exercise good judgment in handling sensitive personnel information. This position supports staff as a multi-system user (HRIS, ADP, NEOGOV and PERS). This position is non-represented, confidential and full-time position.

Key responsibilities include but are not limited to:

HR functions

1. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
2. Respond to questions from the public and employees; provide information and guidance of procedures, services and benefits.
3. Maintain and ensure accuracy of confidential employee records and data; ensure administrative documents implementing personnel actions are consistent with labor agreements and city policy.
4. Coordinate and support the division's various programs such as: planning and coordinating employee events, coordinating health and wellness initiatives, developing an employee newsletter, assisting with scheduling interviews and responding to candidates seeking employment.
5. Process a variety of invoices, applications and purchase orders.
6. Develop and maintain filing systems that are orderly, logical and ensure easy retrieval by other staff.

Payroll functions

1. Accurately process and validate employee records in payroll system. Review and verify timecard entries are in accordance with personnel policies and labor agreements.
2. Process and reconcile payroll meeting strict deadlines, verifying accuracy and completeness. Process payroll reports, payments for garnishments and fringe benefits, including reconciliation of insurance premiums and eligibility, and PERS.
3. Prepare and post payroll journal entries and fringe benefit payments; reconciles general ledger accrual accounts for accuracy.
4. Assists in year-end reconciliation and preparation of W2s and tax reports.
5. Answer employee questions and resolve payroll related problems; research and resolve discrepancies with employee earnings, deductions and all other payroll payments.

Education and Experience: Qualified candidates will have broad knowledge of HR and Payroll principals, practices, theories and methods. Prior working experience processing payroll and working with a comprehensive HRIS/Payroll system is required. A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with an Associate's Degree in Accounting, Business, Human Resources, or related field and two years of related experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform essential functions of the position.

Candidates must have strong MS Word, Excel and other computer application skills. Successful candidates must possess a strong customer service minded skill set, high integrity, ability to work well under pressure, communicate in a clear, tactful and courteous manner and deliver accurate and timely work product.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards. Related professional certification (PHR, FPC, CPP, etc.) is desired.

Application Process: You may visit our web site at www.ci.oswego.or.us to access the online application process. Resumes will not be accepted in lieu of a completed job application. The City application must be submitted to by:

5:00 P.M. Monday, July 31, 2023

The City of Lake Oswego is committed to fostering a workplace where new ideas and diverse perspectives are valued. This involves hiring a workforce that reflects a variety of skills, expertise, and life experience, including those who may come from a non-traditional background. We will consider any equivalent combination of knowledge, skills, education, and experience that meet the minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

The City is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity and expression, sexual orientation, disability, any other consideration made unlawful under any federal, state, or local law.

As part of our commitment, The City of Lake Oswego will ensure that persons with disabilities are offered reasonable accommodations. Please email your accommodation request to hr@lakeoswego.city before the application deadline.