

## Posting Period

June 28, 2017 –  
Open Until Filled

## Guaranteed Consideration

**Date:** July 14, 2017

## Compensation

Starting Wage: \$32.49/hr

\*Starting wage is 90% of base wage until the successful completion of a 6-month probationary period)

## Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

## FLSA Status

Represented (Non-Exempt)

## Department

Finance

## Reports To

Manager, Accounting  
Operations



For questions, please contact  
the Human Resources  
Department at  
[hr@portoftacoma.com](mailto:hr@portoftacoma.com)



## Job Summary

Under the direction of the Manager, Accounting Operations, this position will be responsible for all aspects of timely and accurate processing of the Port's semi-monthly payroll. This person is the technical lead for the payroll systems in coordinating ADP, Enterprise e-time and validating HRIS records with respect to payroll information, keeping all systems in sync. This position ensures that pay rules are updated and continually in compliance with union contracts, Port policies and federal and state regulations. The Payroll Technician II is responsible for recording and reconciling all payroll related transactions to the GL on a monthly basis. The incumbent will coordinate the activities of the backup payroll technician including training, assigning work and overseeing the work.

## Essential Functions and Duties

- Enters and maintains payroll related personnel information into ADP payroll system for Port employees. Continually audits information from VISTA, Enterprise e-time and ADP to assure synchronization and accuracy. Enters, reviews, balances and transmits semi-monthly payroll. Reviews employee e-timesheets for accuracy;
- Leads, trains and coordinates the workload of the backup payroll tech to accomplish semi-monthly payroll processing and other tasks related to payroll.
- Is the system expert managing ADP and Enterprise e-time. Works closely with ADP and IT to implement specific pay rules into the system for each of the union contracts as well as for the non-represented payrolls.
- Prepares accounting entries to record payroll activity in the GL. Processes third party benefit payments.
- Instructs new hires on how to use e-time enterprise and provides continual training to departments as needed.
- Reviews and interprets union contracts for employees and works with department heads to ensure compliance with contracts.
- Validates and reconciles all accrued time and or hours. Prepares ad-hoc sick and vacation reports for management and distributes electronically.
- Tracks and reports on statistical information for government surveys and other reporting requirements. Calculates various incentive program increases and annual benefit cash outs for sick and vacation.
- Prepares and files W-2's and audits for accuracy.
- Other duties as assigned.

## Required Experience and Education

Minimum education required is an AA Degree in Accounting, Business, or equivalent. Certified Payroll Professional and Fundamental Payroll Certification is highly preferred. Bachelor's Degree desirable. Knowledge of Accounting principles and experience working with general ledger accounts preferred.

Minimum of five (5) years' experience in a lead payroll position using ADP and Enterprise e-time or comparable experience. Experience interpreting and applying union contract rules to payroll processes and general ledger accounting knowledge is highly desired.

# Payroll Technician II - Recruitment #410

## Working Conditions

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Duties and responsibilities are performed in an office atmosphere. Most of the duties are performed sitting, with the majority of the day spent operating a 10-key calculator, PC, scanner and telephone. Filing will require some bending and minimal lifting. Must be able to lift 5 to 10 pounds occasionally. May work some overtime, as requested.

## Ideal Candidate

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Must have excellent telephone and interpersonal skills. The ability to work well with others is required. Must also have the ability to do the following: utilize basic business math to compute discounts, tax, interest and percentages; read, interpret and implement instructions with a high degree of accuracy; operate a variety of office machines, including a ten-key calculator and a personal computer with good working knowledge of Microsoft Office products; carry out prescribed actions relating to payroll and to understand and respond effectively to instructions, as well as give clear and concise instructions. Must be versatile and multi-task oriented and have the ability to handle stress and rush deadlines calmly and efficiently. Must also be dependable and have good attendance.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the Port's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. Under the direction of the Chief Executive Officer, John Wolfe, the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The Port seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

## Benefits

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As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

## Employment Eligibility

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In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

**The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed [here](#).**

## Application Process

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All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for an interview.**

**THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.**

