



POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Payroll Tax & Reporting Specialist	2/8/2024
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0 FTE	
Department/Division	Work Location
Human Resources	Remote (Oregon Only)
Reports to	Position Number
Payroll Manager	E98010
Incumbent	Reports to Position Number
	E99364

SUMMARY
Please provide brief summary of the position.
<p>The Payroll Tax & Reporting Specialist is responsible for payroll tax and compliance activities, including monitoring compliance with local, state, and federal regulations. In addition, this role will research laws and regulations regarding payroll taxes and withholding procedures, analyze and verify discrepancies to assist the Payroll team at Western Oregon University. This role requires a strong understanding of multi-state tax laws, local regulations, and wage and hour laws and regulations. Monitor, manage, reconcile payroll taxes at the employer and employee level. Includes reconciliation to the general ledger as well as reporting, preparation, and ensuring compliance.</p>

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental

35%	<p>Payroll Tax & Payment Processing</p> <ul style="list-style-type: none"> ● Working in coordination with the Payroll Manager, create and authorize orders to remit tax payments for Federal, Oregon, and 10+ other states and localities payroll tax payments and returns on a daily, monthly, or quarterly basis. Enters Journal Vouchers in Banner to record payments. ● Research and respond to IRS and State notifications ● Stay up to date with tax rate changes, coordinating with HRIS Analyst on any upcoming changes ● Assist with workers' compensation research, filings and audits ● Coordinate with Payroll Manger to ensure appropriate taxation of all groups of employees, including out-of-state employees and international students. ● Assist Payroll Manager with quarterly/annual tasks, including Q941s and W-2s ● Coordinate with Payroll Manager on processing adjustments in HRIS system to correct tax distributions for employees on a monthly basis 	Essential
35%	<p>Payroll Accounting, Payments & Reconciliation</p> <ul style="list-style-type: none"> ● Work with Payroll Manager to prepare vendor invoices, purchase orders, and bank payments to remit payroll withholdings to the appropriate vendors including but not limited to PEBB, PERS, creditors, and other payroll vendors; ensure vendors receive accurate and timely payments based on legal and contractual deadlines. ● Learn to resolve payroll-related accounting problems by utilizing an understanding of governmental account relationships. Prepares and processes journal vouchers as needed. May assist in reconciling errors with HRIS and FIS Banner Systems. ● Stay up to date with vendor rate changes, coordinating with HRIS Analyst on any upcoming changes ● Identify discrepancies, research, and reconcile payroll taxes from prior periods. ● Work with the Payroll Manager to reconcile OPE fund balances monthly. ● Cross-train and coordinate with Payroll Manager, Associate Director, and Executive Director to monitor OPE fund balance patterns for potential overages/shortages and recommend OPE rate adjustments 	Essential

	<p>quarterly.</p> <ul style="list-style-type: none"> • Work within best practices, applying knowledge of general accounting methods, university accounts and program relationships, internal controls, data flow, and audit trails to review business activities, accounting functions, and internal controls as needed to achieve timely and accurate processing and reporting. • Communicate, facilitate, and problem-solve with the payroll team to make recommendations for program changes. • Cross-train with team members and learn the processes to resolve accounting problems and issues, applying an overall understanding of account relationships within and between HRIS, FIS, and SIS systems. 	
15%	<p>Internal/External Audits</p> <ul style="list-style-type: none"> • With the guidance and assistance of the Payroll Manager, HRIS Specialist, Associate Director and Executive Director of HR, act as the lead and primary contact for auditors during routine internal audits, coordinating the preparation of documents and attending audit conferences. • Develop internal data audits and reports as needed to verify data integrity, consistency and accuracy of data to be processed through the payroll. Investigate and correct or coordinate correction of data errors including overtime charges, labor distributions, benefits and taxation. • Create internal audits examining integrity of payroll data. Review and oversee correction of errors. Generate journal corrections to correct fund mismatches. 	Essential
15%	<p>Overpayments</p> <ul style="list-style-type: none"> • Work with Payroll Manager to calculate net payment due from employees resulting from payroll errors, ensuring proper payroll withholding procedures are followed. May assist in communication with employees about the collection process and options. May monitor the collection of funds to ensure timely repayment. • Work with Payroll Manager on issuing corrected W-2s for overpayments that have been fully paid back outside of the current calendar year • Assist with processing overpayment adjustments in HRIS system to correct W-2s for overpayments that have been paid back within the same calendar year 	Select

5%	Fringe Benefit Processing <ul style="list-style-type: none"> Work with the Payroll Manager to compute and process taxable fringe benefits for inclusion in employee's tax reportable income, and the entry of data on utilization of staff fee waivers essential to the Western Oregon University funding model. 	Essential
5%	Other related duties as assigned	Incidental

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BA in Accounting or Finance or Certified Payroll Professional, or a combination of work experience and closely related coursework which includes 24 credit hours of college-level accounting and 2+ years' work experience in an accounting or payroll tax specialist position.
Master's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Minimum 3 years related work experience in a payroll or related function including an understanding of federal and	3-5 Years	Choose an item.	

state wage and hour laws, internal controls, and GAAP.			
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	

SOFT SKILLS

Soft Skill	Required	Preferred	Notes
Strong verbal and written customer service and communication skills with an ability to understand and explain complex laws and policies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrated ability to establish work priorities, coordinate the work of others, set work goals and timelines and to work somewhat independently while being a valuable member of a small, close team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to research and track historical accounting records for accuracy and/or corrections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Excellent computer skills including Word and Excel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Prior experience in analyzing and problem solving complex payroll taxation, benefits and/or vendor reconciliations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Prior experience and ability in conducting small group employee training programs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ability to be effective and flexible in a rapidly growing and changing organization.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience with Banner or another integrated payroll database strongly preferred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			

Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certified Payroll Professional

SUPERVISION

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input checked="" type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
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If Level 3 or above is selected, please list direct reports:	
Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY	
For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources Forms Page .	
Scope of Decisions Made:	Policy Driven
Impact of Decision Made:	University
Autonomy and Discretion:	Independent Work, Overall Direction
Fiscal Authority:	Limited
Fiscal Responsibilities:	Transactions
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS		
Typical Work Functions* (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input type="checkbox"/> Reaching	<input type="checkbox"/> Regular interaction with customers
	<input checked="" type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
	<input type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input type="checkbox"/> Weather Extremes	

Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date

Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code

Actions Taken
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed

NOTES:
