

Seattle Housing Authority, a nationally recognized leader in providing innovative, affordable housing communities, is seeking to fill the position of Payroll Specialist. We offer a competitive salary, determined by experience, and a robust benefits package.

About Seattle Housing Authority (SHA)

The mission of the Seattle Housing Authority (SHA) is to enhance the Seattle community by creating and sustaining decent, safe, and affordable living environments that foster stability and self-sufficiency for people with low incomes. Currently, SHA serves 37,517 individuals; operates 8,464 owned/managed units; has 8,415 tenant-based vouchers and 3,510 collaborative housing units. SHA's 2022 Adopted Budget totals \$385.0 million for operations and capital programs and has an authorized staff of 656 positions.

SHA, a HUD-designated "high performer" agency, was one of the earliest Housing Authorities to join the initial cadre of the Move to Work (MTW) demonstration agencies in 1999. The designation provides flexibility for SHA to combine our principal federal funds into a single fund block grant and confers regulatory flexibility to achieve the objectives of the demonstration and best address local low-income housing needs. SHA has strong balance sheet and a "AA" Standard and Poor's credit rating with a stable outlook.

SHA is governed by a seven-member board of five community members and two residents who are appointed by the Mayor and confirmed by the City Council; SHA is administered by Executive Director Rodrick C. Brandon.

Please take the opportunity to peruse SHA's website at <http://www.seattlehousing.org> and link to our most recent 2020 Annual report at <https://www.seattlehousing.org/about-us/reports/annual-reports>.

The Seattle Housing Authority has a [COVID-19 Vaccination Requirement Policy \(Download PDF reader\)](#) that requires all regular, part-time, and temporary employees to be **fully vaccinated against COVID-19 for the health and safety of its workplace and community. New hires must provide proof to SHA Human Resources by their first day of employment that they are fully vaccinated. Individuals with a qualifying medical or religious reason may submit a request for exemption.**

The Department

The Payroll Specialist reports directly to the Payroll Manager in the Finance and Administration Department. The Finance and Administration Department has five operating groups, and the department oversees the financial stewardship of SHA. Payroll is one division within the Finance & Administration Department. The other divisions are: Budgeting and Financial Analysis, Purchasing and Contract Administration, Risk Management, and Business Services. There are close working relationships across the divisional functions of the Department that are crucial to the effective operations of the Department.

The fundamental charges of Finance and Administration are:

- To strengthen the agency's financial position and ability to respond to shifting financial conditions and needs; and
- To ensure that SHA's assets and operations are managed in an efficient and cost-effective manner; and,
- To support SHA's fundamental mission to provide safe, healthy, and affordable housing to low-income tenants.

The Position: PAYROLL SPECIALIST

Job Type: Full Time Position.

Full Benefit Package, including medical, dental, and vision insurance; life insurance; long-term

care and disability insurance; Leave programs – Annual, Merit Days, Personal Holidays, Family and Parental Care, Sick Leave; State Retirement System, Deferred Compensation Program.

Starting Salary Range : \$63,564.80 – 79,456.00 Annually (Max starting salary depends on directly applicable qualifications)

Position Summary: PAYROLL SPECIALIST

Under the general direction of the Payroll Manager, analyze and assist with all aspects of the agency-wide annual payroll of approximately \$27.4 million for over 625 employees in compliance with all SHA policies and regulatory guidelines. Provide confidential payroll-related customer service and information to internal and external customers. In addition, provide confidential payroll systems analysis, support and maintenance of Kronos Time and Attendance System (TAS). Maintain strict standards of confidentiality for all sensitive information.

- Analyze and assist in processing bi-weekly and special payrolls, assuring compliance with SHA policies and procedures, federal and state laws, and collective bargaining agreements as they relate to payroll administration. Monitor time and attendance system to ensure that all payroll charges are posted to appropriate general ledger accounts, and in accordance with budgeted labor distribution accounts. Respond to payroll-related information requests from internal and external customers.
- Provide support for payroll system & Kronos including, but not limited to, researching and resolving problems, unexpected results or process flaws; perform scheduled activities; may recommend solutions or alternate methods to meet requirements. Serve as the SHA Payroll lead for the Kronos TAS. Responsible for analyzing and conducting bi-weekly timecards audits to ensure compliance with all applicable policies and regulations.
- Develop user procedures, guidelines and documentation. Train clients on new processes/functionality. Train new system users. Serve as the agency's primary Kronos/payroll trainer by developing and conducting Kronos/payroll training which includes one-on-one new manager trainings, monthly New Employee Orientations, and departmental trainings.
- Measure, and continue to improvement service delivery to assist in attaining the unit/program/department initiatives and goals, agency core strategies, and mission through a spirit of service, teamwork and respect. Work respectfully and courteously with other employees, residents and the general public. Follow direction and work well under pressure.

Your work includes making decisions involving interpretation or exercising independent judgment within the framework of established policy, procedures, and laws. Performance of the duties requires the application of Generally Accepted Accounting Principles; Accounting Standards skills; and the exercise of initiative, tact, diplomacy, and teamwork. The position requires competency in working with electronic software as well as the full suite of Microsoft Office products.

The full position classification is available on our website using the following link
[<https://www.governmentjobs.com/careers/seattlehousing/classspecs/727355?keywords=payrol&pagetype=classSpecifications>]

Education and Experience:

Education

- **Bachelor's degree in Accounting or Business Administration required.**
- **Four additional years of directly relevant experience may be considered in lieu of the required degree.**
- **Fundamental Payroll Certification (FPC) desirable, but not required.**

Experience

- At least two years' experience in an automated payroll environment.
- Experience using JDE/PeopleSoft HRIS/Payroll, and Kronos Workforce Central systems preferred.

IDEAL CANDIDATE

The ideal candidate will possess the following additional core skills and characteristics:

- Enjoys working collaboratively as either a team leader or team member.
- Keen analytical and problem-solving abilities; able to see the big-picture.
- Has strong attention to detail, willingness to learn and pro-organizational skills.
- Great communicator with calm personality and a commitment to confidentiality.
- A competent working knowledge and comfort with business electronic applications (financial systems, Word, Excel, PowerPoint, Access, Outlook, Teams, Zoom).
- Is comfortable in his/her own skin, has a good sense of humor, interacts with others at all levels in the organization comfortably and with equity and respect.
- Working knowledge of federal, state, and local guidelines, as well as payroll best practices.
- The ideal candidate is a strong leader with vision, integrity, compassion, humility, and empathy.

Application and Selection Process

Interested candidates are required to submit a cover letter addressing how your skills and experience align with the position requirements, qualification, and ideal characteristic outlined herein; a current resume; and SHA's standard job application form found on our website using the above link. Please include your contact information – phone and e-mail – and the same for three to five references, including at least one supervisor and one peer co-worker.

The process will include up to two rounds of interviews with a panel of SHA employees. All interviews will be held virtually on either a Microsoft Teams platform or Zoom and participants should attend with both audio and video capacity.

Why Should You Apply?

- **Competitive salary**
- **Great benefits**
- **Reasonable hours**
- **Opportunities for on-the-job training**
- **We offer medical, dental, vision insurance, and Public Employees' Retirement (PERS), if hired into an eligible position.**
- **We also offer generous paid leave and holidays**

For information on our hiring practices, see our diversity policy and equity policy.

To apply, [click here](#)