



**CITY OF GRANTS PASS**  
invites applications for the position of:

## **Payroll - Finance Support Specialist**

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<b>SALARY:</b>	\$20.70 - \$26.19 Hourly \$3,587.31 - \$4,539.06 Monthly \$43,047.68 - \$54,468.75 Annually
<b>OPENING DATE:</b>	09/10/21
<b>CLOSING DATE:</b>	10/01/21 05:00 PM
<b>ABOUT THE POSITION:</b>	

Professionals with a purpose! Join the [Finance Team](#) as a Payroll - Finance Support Specialist.



Do you have attention to detail, communication skills, and a love of payroll? Then check out this opening!

The incumbent will:

- Analyze data utilizing excel spreadsheets
- Process payroll
- Report Federal and State Taxes
- Produce timely and accurate payroll checks
- Perform reconciliation on employee fringe benefits
- Monitor laws for compliance
- Prepare quarterly tax returns
- Apply City policies, labor agreements and laws

Working hours for this role will be Monday through Friday, 8 a.m. to 5 p.m. with flexibility available.

Salary incentives for this position include (upon verification): \$75 per month for Bachelor's Degree and \$50 for second language proficiency in Spanish.

Questions regarding this role direct to: [humanresources@grantspassoregon.gov](mailto:humanresources@grantspassoregon.gov) or 541-450-6050.



The City of Grants Pass is a High Performance Organization that has a well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the

community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

If you are an individual who appreciates a working team environment, which focuses on trust, crucial communications, commitment, accountability and results, then the City of Grants Pass may be a great place for you!

## **MINIMUM QUALIFICATIONS:**

An Associate's Degree in Accounting or a related field, and two years of experience in payroll, bookkeeping/accounting, or computerized accounting/billing systems are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed in the [job description](#).

Skill in basic mathematical calculations, attention to detail with numerical data and familiarity with Excel are required.

## **HOW TO APPLY:**

Attach your resume and cover letter.

Application materials must be submitted by the closing date in order to be considered for this position.

Required materials to be turned in for this recruitment are:

1. City Application
2. Supplemental Questionnaire
3. Resume
4. Cover Letter

## **RANKING AND SELECTION:**

The ranking and selection of applicants to proceed in the process includes: experience, responses to supplemental questionnaire, and meeting minimum qualifications of the position.

The initial selection process for this position includes the following steps: application review, written test and oral interview. The final selection process following interview includes the following steps: tentative offer, criminal history check, background/reference check, drug screening and final offer of employment.

All candidates will be notified of the status of their application after the closing date.

Reasonable accommodations may be made upon request prior to the application deadline to enable individuals with disabilities to participate in the job application process.

EEO/AA

### **In & Around Grants Pass**

The recreational opportunities of the Rogue River are many: jet-boats, rafting, kayaking, paddle boarding, fishing, water skiing, tubing/swimming, gold panning and the 37-mile Rogue Hiking Trail. In addition to our world famous white water Rogue River, nearby mountains provide high-mountain recreational experiences, including snow skiing at Mt. Ashland, multiple access points to the Pacific Crest Trail, snow-shoeing, and ATV trails. Cultural activities center around the Shakespeare Festival in Ashland and the historic town of Jacksonville. Other scenic attractions include: Crater Lake National Park, Oregon Caves National Monument, and the northern portion of the Redwoods. Grants Pass' year-round calendar of events offers something for everyone. And once the sun goes down, the region takes on a life of its own with fine restaurants, theatres and a performing arts center.

Per Oregon Revised Statutes 408.225 and 408.230, the City of Grants Pass grants preference in hiring and promotion of veterans and disabled veterans as defined by state law. If you are eligible and wish to claim Veterans' preference points, please indicate so on your application. Please note that you need to submit documentation of your eligibility at the time of your application.

Directly related work experience and qualifications will be evaluated alongside others who perform work of comparable character as required by Pay Equity Law.

It is the policy of the City of Grants Pass that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Police Officer applicants must show proof of citizenship with 18 months of hire.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.grantspassoregon.gov>

Position #21-45  
PAYROLL - FINANCE SUPPORT SPECIALIST  
TM

101 N.W. "A" Street  
Grants Pass, OR 97526  
541-450-6050

[humanresources@grantspassoregon.gov](mailto:humanresources@grantspassoregon.gov)

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### **Payroll - Finance Support Specialist Supplemental Questionnaire**

- \* 1. We appreciate your interest in becoming a member of the City of Grants Pass' team. Working in service of our citizens and community is important and we value your time and effort to complete the application process. We have prepared supplemental questions as part of our selection process to assist us in determining if you possess the knowledge, skills and abilities to succeed in the position for which you've applied. These questions should be answered accurately and thoroughly based on your work history. If you are requesting veteran's preference, indicate that you are a veteran AND upload a copy of your DD214 or veteran administration letter indicating your disabled status if applicable. Veteran preference documentation must be submitted by the closing of the announcement. I have read and understood all of the information listed above.  
 Yes    No
  
- \* 2. Tell of a time when you exhibited forward thinking and questioned the "status quo" in order to make improvements on the job.
  
- \* 3. Give an example of when you were responsible for an error or mistake and what did you do when you realized the error/mistake?
  
- \* 4. We know you have choices, so if we make you an offer, we want it to meet your needs and that requires knowing what factors you will consider to make your decision.
  
- \* 5. Do you meet the minimum qualification of two years of experience in payroll, bookkeeping/accounting, or computer accounting/billing systems?  
 Yes    No

\* Required Question