

Senior Financial Services Analyst – Payroll [> Click Here for Further Information <](#)



Where is AOC Located?

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a 2 hour drive of the city.

AOC PROFILE:

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

POSITION: Senior Financial Services Analyst - Payroll

SALARY: \$35,928 TO \$47,016 per year DOQ

LOCATION: Olympia, Washington

OPENS: August 16, 2013

CLOSES: August 23, 2013

Senior Financial Services Analyst Job Overview

Performs professional journey level accounting, auditing, payroll, procurement, or debt collection duties in accordance with generally accepted accounting principles, governmental auditing standards and regulations, and Administrative Office of the Courts (AOC) procedures. Work performed includes analysis, review, and interpretation of reports, development and presentation of accounting, payroll, revenue, or management reports, and recommendation for enhancement of business processes. May review the work of Financial Services Specialists and Analysts.

Reporting to the Financial Services Business Manager, this position is a member of the agency staff, responsible for providing planning and budget input to the manager within the section. Work is done under general direction, and as assigned by management. Decision-making is within established guidelines and defined rules and procedures, although some areas require interpretation and/or development of possible approaches.

Key Responsibilities

- Participates in the total payroll function, and interprets and applies a variety of regulations and procedures in the payroll function.
- Processes all judicial branch leave requests meeting each payroll cutoff deadline, schedules payroll processing, and maintains payroll records for entire branch.
- Monitors and tracks incoming and outgoing employees' payroll.

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AOC Offers...

- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Benefits:

- The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

Key Responsibilities (continued)

- Responds to employee questions and/or concerns regarding payroll issues.
- Performs other duties as assigned.

Key Competencies

- Proficient knowledge of payroll methodologies, practices, and terminology.
- Working knowledge and understanding of Washington State payroll processes and procedures.
- Working knowledge of payroll systems.
- Ability to recognize problems and forward suggested solutions to supervisor.
- Ability to adapt to change.
- Ability to deal with difficult personalities and to defuse situations; and provide excellent customer service.
- Stays focused on tasks in spite of distractions and interruptions; can multitask and meet multiple deadlines.
- Accepts personal responsibility for the quality and timeliness of work, productivity standards, deadlines, and work schedules.
- Understands and demonstrates excellent interpersonal communication skills.

Qualifications

Bachelor's degree in accounting or closely allied field to include 20 semester or 30 quarter hours of college level accounting

OR

Two (2) years or more of fiscal bookkeeping or recordkeeping tasks **AND** 20 semester or 30 quarter hours of college level accounting.

The preferred candidate will have:

- SAP/HRMS experience
- ESS leave system experience

A combination of relevant education and experience demonstrating a working knowledge of the functions and responsibilities of the Senior Financial Services Analyst may be considered in meeting the qualification baseline.

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The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360)586-4409, or via email to Employment@courts.wa.gov

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

To be considered for this position, please submit:

- **A cover letter specifying how you meet the qualifications of the position (no more than two pages).**
- [Completed AOC application form.](#)

Send materials to:

Submit materials by email, fax, or postal service to:
Washington State Administrative Office of the Courts
Attention Human Resources Office
1206 Quince St SE
P.O. Box 41170
Olympia, WA 98504-1170

email: Employment@courts.wa.gov or fax 360-586-4409

Application materials will be screened for the purposes of determining who will be selected for an interview.