



Position Announcement for  
**Payroll Accountant**

**Summary**

OPB is looking for a skilled professional who enjoys taking the initiative and balancing multiple priorities to be our Payroll Accountant. This is a full-time, non-exempt, regular status position with benefits.

**Position Details**

**Primary Duties/Responsibilities:**

This position is responsible for processing payroll and accounts receivable and preparation of related journal entries and account reconciliations.

**Working Conditions:**

This position spends the majority of time in the office with extensive use of a computer and telephone. Some overtime may be required to meet deadlines.

**Required Qualifications:**

- Three years of relevant accounting experience, including two years experience processing payroll (degree in accounting may substitute for some experience).
- Strong understanding of statutory payroll reporting requirements and general accounting principles.
- Proven skills in analysis, problem resolution, and organization.
- Knowledge and experience with an outside payroll service, integrated accounting software, spreadsheets, databases, and word processing software.
- Must be able to take initiative and balance multiple priorities with speed, accuracy and meticulous attention to detail and follow-through and be able to handle a high volume of responsibilities.
- Excellent communication and interpersonal skills. Ability to appropriately handle highly confidential information and interactions.
- Ability to exercise independent judgment, make non-routine decisions, and solve problems that arise within the scope of work.
- Genuine enthusiasm for the services and mission of OPB.

**Preferred Qualifications:**

- Experience with ADP's Workforce Now.
- Bachelor's degree in accounting, finance, or related field.
- CPP certification.
- Experience with labor relations/human resources.

**To apply:**

- Please send an email or letter of interest requesting the instructions on how to apply for this position (Payroll Accountant) to [hr@opb.org](mailto:hr@opb.org) or OPB Human Resources, 7140 SW Macadam Ave., Portland, OR 97219.
- Instructions on how to apply will be sent within 24 hours of receiving the letter of interest Monday through Friday. If a letter of interest is sent over the weekend or a holiday, application instructions will be sent by the end of the next business day.

**Application Deadline**

All application materials are due by:  
July 29, 2016 (Pacific Time).