



Accounts Payable/Payroll Specialist

Department: Administration
Reports To: Finance Manager
FSLA Status: Non-Exempt hourly employee (40 hours/week)
Hiring Range: \$28.06 - \$33.34 per hour

At Valley Transit our Mission is connecting the Valley by providing safe, efficient, and courteous transportation.

Position Summary

The Accounts Payable/Payroll Specialist performs technical accounting work in processing bi-weekly payroll and vendor payables for a public transit agency, ensuring accuracy, compliance, and adherence to collective bargaining agreements and agency policies. The position relies on high-volume, accurate data entry, maintains detailed payroll and accounts payable records, prepares routine reports and reconciliations, and provides responsive customer service to employees, vendors, and the public.

Essential Duties and Responsibilities

Payroll

- Process bi-weekly payroll in accordance with agency policies, labor agreements, and federal and state wage and hour regulations.
- Compile, audit, and verify time and attendance data, ensuring accurate coding of earnings, leave, and deductions.
- Enter, review, and validate payroll transactions prior to transmission; reconcile reports and resolve discrepancies.
- Maintain employee payroll records (hires, separations, wage and position changes, benefits and deductions) in coordination with Human Resources.
- Administer payroll components related to health, life, disability, and retirement, including contributions and deductions for Department of Retirement Systems (DRS) PERS 2 and PERS 3 and the DRS Deferred Compensation Program (DCP).
- Process medical, dental, and other benefit premiums and deductions associated with coverage through the Health Care Authority Public Employees Benefits Board (PEBB).
- Prepare required payroll tax and wage reports (e.g., 941, unemployment, Paid Family & Medical Leave, WA Cares), W-2, and 1099 filing.
- Support internal and external payroll audits and perform periodic internal reviews for accuracy and compliance.
- Research and resolve payroll questions, pay disputes, and leave balance inquiries in a timely, professional manner.

Accounts Payable

- Review vendor invoices for required documentation, approvals, and correct general ledger coding.
- Enter and process invoices, including check and electronic payments, ensuring timely, accurate disbursements.

- Reconcile vendor statements, research discrepancies, and resolve issues with vendors.
- Audit and process recurring monthly bills (e.g., credit cards, insurance, utilities) for accuracy and proper allocation.
- Maintain complete AP documentation and files consistent with public agency record-retention requirements.
- Process year-end closing activities related to accounts payable and payroll.

Reporting, Compliance, and Support

- Prepare monthly, quarterly, and annual payroll and benefits reports, including Unemployment Insurance (UI), Labor & Industries (L&I), and DRS PERS reporting.
- Interpret and apply labor and payroll laws, collective bargaining agreements, and agency policies in payroll and pay practices.
- Recommend and help implement improvements to payroll and accounts payable procedures, efficiency, and internal controls.
- Provide backup to Finance and Human Resources and contribute as an active member of the department team.
- Provide courteous and accurate information to transit customers regarding services when assigned (e.g., trip planning, pass sales, front-desk coverage).
- Perform safety and health responsibilities as outlined in the Public Transit Agency Safety Plan (PTASP) or agency accident prevention program.

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of payroll principles, payroll tax regulations, and wage and hour laws affecting public employers.
- Understanding of public agency accounting concepts, general ledger structure, and accounts payable processes.
- Familiarity with public employee benefits, including PEBB medical/dental/vision, HRA/VEBA, DRS PERS 2 and PERS 3, and the DRS Deferred Compensation Program (DCP).

Skills

- Proficiency in Microsoft Excel, Word, and Outlook; strong data entry skills with accuracy and speed.
- Strong attention to detail and ability to reconcile figures and resolve discrepancies.
- Clear, professional written and verbal communication with employees, vendors, and the public.
- Effective organization and time management to meet strict payroll and AP deadlines.
- Demonstrates self-motivation by taking initiative, setting personal goals, and consistently complete tasks without needing close supervision or external pressure.

Abilities

- Ability to interpret and apply laws, regulations, union contracts, and agency policies using sound judgment.
- Ability to work independently and as part of a collaborative finance and administration team while maintaining confidentiality, professionalism, and positive working relationships.

- Ability to plan and organize work to ensure payroll and accounts payable responsibilities are completed accurately and on time, consistent with agency scheduling and leave policies.

Qualifications

Education and Experience

- Required Education and Experience: High School Diploma or GED; AND at least three (3) years of experience in payroll and accounts payable or closely related accounting work, preferably in a public sector or transit environment.
- Preferred Education and Experience: Additional education in Accounting, Business, Finance, or a closely related field. Experience processing payroll in a unionized environment, including applying collective bargaining agreement to pay and benefits.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the position may be considered.

Working Conditions and Physical Requirements

Work is primarily office-based and sedentary, involving extended computer use and repetitive hand and wrist motions, with occasional standing, walking, bending, and lifting of materials or supplies (up to approximately 25-30 pounds). Requires the ability to communicate effectively in person and by telephone and to read and interpret regulations, contracts, invoices, and reports.

Essential Functions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. This job requires light physical work with the majority of time spent in the office. Exposure to infectious disease and hazardous materials will be minimal.

Supervision

This position reports to the Finance Manager with additional responsibilities to the Human Resources Manager.

Benefits

Valley Transit provides "employee-only" fully paid premiums for medical, dental, life and long-term disability through the Public Employees Benefits Board (PEBB). Qualifying dependents may be enrolled at the employee's expense; these premiums are determined annually subject to the Employer Contribution Cap and Employer Pooling Assistance. A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees

have the option to enroll in the State of Washington Department of Retirement System's deferred Compensation program. Employees also have the option to enroll in additional benefits which include Employee-Paid Long-Term Disability, Employee-Paid Flexible Benefits through American Family Life Assurance Company (AFLAC) and additional Employee-Paid Life Insurance coverage through MetLife.

Valley Transit grants annual paid vacation to regular full-time employees, which starts at 8 hours per month and increases with continuous employment. All Employees are eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, full-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Employees will also receive eight (8) paid Holidays and four (4) paid Floating Holidays each calendar year. The number of paid Floating Holidays increases with continuous employment.

This job description is not an employment agreement or contract.

Management has the exclusive right to alter this job description at any time without notice.