



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
October 2025

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc – Supervisory
Mgmt Svc – Managerial
Mgmt Svc - Confidential

Agency: The Department of Administrative Services

Division: Chief Financial Office

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Accountant 3
b. Classification No: X1218
c. Effective Date:
d. Position No: 000000159779
e. Working Title: Sr Payroll Operations Accountant
f. Agency No: 10700
g. Section Title: OSPS
h. Budget Auth No: 1436257
i. Employee Name:
j. Repr. Code:
k. Work Location (City – County): Salem/Marion
l. Supervisor Name: Timothy Lowry

m. Position: X Permanent Seasonal Limited Duration
Academic Year
X Full-Time Part-Time Intermittent Job Share

n. FLSA: X Exempt Non-Exempt
If Exempt: Executive Professional Administrative
o. Eligible for Overtime: Yes X No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services (“DAS”) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government’s financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, finance, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

The Office of the Chief Financial Officer (CFO) is responsible for enterprise-wide fiscal planning and policy leadership. The CFO provides guidance, training, and direction to ensure fiscal integrity and

consistency across state agencies. The Office routinely represents the Governor with other elected officials, political subdivisions, other states, and investment houses. Specific policy sections within the Office include Budget Policy (BAM), Statewide Audit and Budget Reporting (SABRS), Capital Finance and Planning, and the Office of the State Controller.

This position is a part of Oregon Payroll Statewide Services (OSPS), which is within the Office of the State Controller and is responsible for providing management and operational control, payroll policy and direction, training and end user support for Workday Payroll.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The purpose of this position is to establish and maintain accounting procedures and controls for all accounting functions within the Payroll Operations section. This position is responsible for ensuring the completeness and accuracy of all payroll tax returns for Federal, State and local tax entities for the enterprise, as well as filing all required returns with the appropriate tax entity and verifying compliance with payroll tax regulations. Provides assistance to the OSPS Payroll Operations manager, staff accountants, and state agency payroll offices in the application of proper accounting theory to all procedures, payroll system processes and system generated reports.

Provide guidance, instruction and direction to agencies and OSPS staff regarding the use of the Workday Payroll Application (WDPA) for items impacting accounting and processes that impact tax reporting. The person in this position is responsible for the resolution of the most complex payroll system and payroll reporting issues. This position works as a member of the management team to ensure proper management, accountability, and integrity of the payroll application and financial reporting and acts in the capacity of the OSPS manager in his/her absence.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
40%	R	E	<p>Payroll System Change/Enhancements & Data Integrity Coordinate statewide agency involvement in planning and setting priorities for payroll systems changes and enhancements related to PERS, PEBB and taxes to ensure accuracy of all tax filings and reporting. Balance various conflicting priorities by developing a comprehensive and responsive action plan.</p> <p>Consults with WD Admin, IT programmers, customers, and stakeholders in developing business requirements and design specifications for Workday Payroll System changes or enhancements impacting tax reporting and filing. Act as liaison between all parties to facilitate problem resolution.</p> <p>Provide advanced functional and technical payroll system analysis and direction to Workday Admin team, application programmer and/or data processing user when required to make identified design changes to the Workday Payroll System or diagnosis of system failures. Evaluate risk, benefit and costs of proposed system or</p>

			<p>process changes; support proposal or develop alternatives and recommend necessary action to maintain data integrity, internal controls, system reliability, and accurate reporting.</p> <p>Analyze and coordinate program and reporting needs by developing proposal alternatives and recommending agency actions for system updates or changes to items impacting PEBB, PERS, and tax reporting. Monitor WD System changes impacting tax reporting and filing to assure system integrity.</p> <p>Collaborate and negotiate with Workday Payroll Systems developers and assist programmers with understanding functional/business needs so system designs will meet specification and user requirements. Assist with the testing, review and approval of systems designs, as well as the documentation of the testing processes impacting OSPS.</p> <p>Provide use of advanced accounting theory to analyze and resolve difficult and unusual payroll/accounting and reporting issues. Insuring system adaptations and/or data corrections are made as necessary for earnings, deductions, tax withholding, and all items impacting payroll reporting.</p> <p>Ensure payroll system compliance with established federal and state legislative statutes, rules, policies and Generally Accepted Accounting Principles. Ensure sufficient internal control structures exist to detect and prevent fraudulent activity. Provide direction and guidance on the resolution of complex application program problems when it is not clear where the problem exists.</p> <p>Adapt statewide payroll systems to accommodate and to comply with changing federal and state guidelines. Perform analysis on the technical architecture of Workday Payroll Systems to prevent, detect, and correct errors in data and processes. Diagnose and recommend corrections to system programming problems. Prepare and maintain written procedures for the System Data Integrity Events.</p>
35%	R	E	<p>Quarterly/ Annual Reporting</p> <p>Process and file quarterly and annual reporting for Federal, State, and local tax returns per guidelines. Gather information, ensure compliance with IRS and tax entity rules, prepare and issue forms and file summary information timely.</p> <p>Amend quarterly and annual returns with all appropriate tax entities and ensure accurate and timely filing. Work with tax entities to attest, and/or resolve penalties or fees. Act as a liaison with tax entities to represent OSPS as needed.</p> <p>Review all agencies processed adjustments to taxes to evaluate for appropriateness, coordinate with Payroll Operations manager on transactions deemed inappropriate. Ensure internal controls and documentation of all transactions.</p> <p>Oversee and assist with the processing of corrected W-2s & filing of corrected information with federal and state taxing authorities,</p>

			determine net effect to agency, and coordinate with DAS Financial Services for billing of correction amounts.
10%	R	E	<p>Customer Support Provide excellent customer service and professional assistance on system programs and services to state agencies through case management within the Workday Payroll System. Implement corrective action when necessary. Work closely with senior financial management officers to secure compliance with policies, system processes, and operating procedures.</p> <p>Work with agency CHRO, payroll, fiscal and technical staff, central control agencies (Treasury, Audits, PERS, PEBB, and others), and technical service providers (IS&S programmers, systems designers, database managers, and IT managers) to accomplish practical solutions to relevant payroll business needs.</p> <p>Provide technical direction and consultation to the state agencies and OSPS stakeholders; maintain effective working relationships with payroll and personnel managers.</p> <p>Provide interpretation of laws, rules, and policies to resolve functional and/or technical questions of payroll and accounting procedures related to the Workday Payroll System in support of our payroll agencies through direct contact, phone, or written communications.</p>
10%	R	E	<p>Performance Management Make periodic written and verbal reports to senior management and external OSC customers on project/plan progress. Prepare reports for senior management to document findings and recommend action. Present and interpret information to division staff, customer agencies and business partners/stakeholders. Provide guidance to other OSPS staff on complex payroll, accounting and reporting issues. Keep senior management informed of current and potential audit issues and Workday Payroll System process change decisions and the impact of these decisions on our customers, business partners, and stakeholders.</p> <p>Lead and participate in individual, group, and section/division planning and policy setting, as well as on a statewide basis. Prepare and provide training on various aspects of Workday Payroll System to less experienced professional accountants and payroll analysts, technicians, and managers. Participate in special miscellaneous projects as assigned by senior management.</p>
5%	NC	NE	<p>Other Provide secondary backup functions for lower accounting and operation and policy analyst positions within the section. Prepare and present payroll related processes, practice, and regulatory information to payroll system user groups and Workday Payroll</p>

			System stakeholders.
100 %			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to training. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and videoconferencing.

Where an employee’s duties can be successfully performed away from their central workplace, an employee is eligible for remote work, upon agency approval.

This position is suitable for remote work options.

There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability.

To be eligible for remote work, staff must have a home workspace that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information. Staff are responsible for obtaining an appropriate broadband internet connection for working remotely.

Staff working remote shall:

- Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.
- Comply with all agency policies, guidelines, and management directives.
- Maintain a professional demeanor in the performance of all duties.
- Meet and maintain performance expectations.
- Be available each week during established work hours, as determined by the business needs.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. You are responsible for promoting and fostering a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Generally Accepted Accounting Principles (GAAP)
- Oregon Accounting Manual (OAM)
- Oregon Revised Statutes (ORS)
- Federal laws and regulations
- Other state & local payroll laws and regulations
- BOLI Regulations
- Collective Bargaining Agreements
- Workday Payroll Operating and Technical Manuals
- Fair Labor Standards Act
- Internal Program Policy
- State Compensation Plans
- PEBB User Manual
- Workday Payroll Knowledge Articles
- Operating Policies of OSPS
- CHRO Statewide Policies
- Department of Administrative Services Policy/Rules
- Personnel Action Manual
- NACHA Operating Rules and Guidelines/ACH Rules

b. How are these guidelines used?

This position must be able to provide guidance on requirements for withholding income and FICA taxes, meeting legal deadlines, calculating deductions, and for support in resolving payroll problems as a subject matter expert. The accuracy of the end product, the paycheck, W-2s and tax returns, depend entirely on those inputs. The Workday Payroll System tables and structures function according to federal, state and local tax laws, union agreements covering compensation and benefits, the benefit structures regulated by PEBB and PERS, and other state compensation plans.

Planning, design, system, and implementation decisions must comply with all Federal, State, and Administrative Rules, and must be supported by the Workday Payroll System. Knowledge of these guidelines ensures that decisions will be made within legal, DAS Policy, and DAS system constraints.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Agency Payroll/ Personnel Managers & Staff	In Person, by email, video conference, telephone, or Workday cases	Discuss problems, advise on technical issues, interpret guidelines, and recommend needed corrective action.	Daily
CHRO& Labor Relations	In Person, by email, telephone, or video conference	Coordinating payroll information and system changes per LRU guidance	As Needed
Intra-divisional Personnel	In Person, by email, video conference, telephone, or Workday cases	Consult and advise on the Workday Payroll System, rules	Daily

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

		and procedures. Information exchange.	
Workday Payroll Systems Staff	In Person, by email, video conference, telephone, or Workday cases	Coordination of work, discuss technical issues, resolve problems.	Daily
Oregon Audits Division	In Person, by mail, email, telephone, or video conference	Discuss audit findings and systems issues.	As Needed
Oregon Department of Revenue	In Person, by mail, email, telephone, or video conference	Coordinate, consult and resolve payroll tax compliance issues & filing requirements. To resolve penalties and/or fees.	As Needed
Oregon Employment Department	In Person, by mail, email, telephone, or video conference	Coordinate, consult and resolve payroll tax compliance issues & filing requirements. To resolve penalties and/or fees.	As Needed
Oregon Department of Justice	In Person, by mail, email, telephone, or video conference	Coordinate, consult on payroll tax compliance issues.	As Needed
PERS, PEBB, and other stakeholders	In Person, by email, video conference, telephone, or Workday cases.	Coordinate, consult, and resolve system change or data requirements.	As Needed
Fiscal and/or Tax Compliance Staff at Federal, State or Local Tax Authorities	In Person, by mail, email, telephone, or video conference	Coordinate, consult and resolve payroll tax compliance issues & filing requirements. To resolve penalties and/or fees.	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position analyzes and evaluates complex technical components of the Workday Payroll System, recommends and plans actions to implement needed structural or process changes, and must have a thorough understanding of how pay codes and deductions are setup to post into SFMA. This requires analysis of various policies and procedures to make decisions as to the payroll system and reporting treatment of an event or transaction. The person in the position determines Workday Payroll System changes or enhancements needed, as well as the training and resources necessary, to comply with regulations, customer, or stakeholder needs. The person in this position indirectly impacts payroll operations statewide through system changes and policy implementation that they help shape, influence or drive. Decisions made and implemented by the person in this position have statewide impact on the accounting treatment, reporting, and business processes, and on the integration of the Workday Payroll System data with other statewide systems.

Ensuring compliance and accuracy of payroll tax returns is vital to prevent penalties and fees from tax agencies. Inefficient reporting and controls can impact the accuracy of employee taxes and returns, as well as the States. Inadequate system testing and quality assurance controls can expose the state to income tax and other reporting errors, making the state subject to penalties, interest fines, and/or the loss of federal funding sources at the agency level.

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible for promoting and fostering a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. Be aware of Affirmative Action and the department's diversity strategies and goals.

Additional skills, abilities and requirements:

To be effective in this position, the employee must be an expert accounting practitioner and systems technician, but also a management advisor, with professional level verbal and written communications skills. The employee must be self-motivated and be able to meet numerous firm deadlines with frequent interruptions in their daily work schedules. This position requires:

- Technical knowledge of payroll and financial accounting standards as well as knowledge of related state and federal guidelines.
- Requires the application of analytical review techniques.
- Ability to apply generally accepted accounting principles to a computer-based payroll application.
- Proficiency with personal computer software desktop applications is required.
- Knowledge of data processing/database fundamentals.
- Knowledge of standard system testing techniques and documentation practices.
- Skill in developing, modifying, and implementing accounting systems and policies.
- Skill in reviewing accounting transactions to ensure conformance with generally accepted accounting principles.
- Skill in applying audit standards to set-up, monitor, and modify internal procedures.
- Skill in developing and using computer models to analyze and forecast financial data.
- Skill in analyzing accounting information and systems to prevent, detect, and correct errors.
- Skill in reviewing the work of other accounting staff for adequacy, methods, and conformance and giving performance information to a supervisor.
- Skill in communicating effectively in writing and in oral expression.
- Skill in applying the practices of leadership.
- Employee is required to possess and maintain a current, unrestricted, valid Oregon driver's license or provide an acceptable alternate mode of transportation.
- Develop specific goals and plans to prioritize, organize, and accomplish work.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations or standards.
- Give full attention to what other people are saying, take time to understand the points being made, ask appropriate questions, and not interrupt at inappropriate times.
- Talk to others to effectively convey information.
- Communicate effectively in writing as appropriate for the needs of the audience. Translate or explain what information means and how it can be used.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Combine pieces of information to form general rules or conclusions including finding a relationship among seemingly unrelated events.
- Extensive knowledge of programs or organizations and activities to which the subject matter knowledge relates.

- The ability to work in a team setting, actively demonstrating willingness to collaborate, share information, and contribute to the unit’s successes.
- Expected to remain current with capabilities of various software applications, as well as other aspects of the profession by attending training/education sessions.
- Must have an extensive knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods and coordination of people.
- Presentations may be required.

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: Classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date
_____	_____		
Appointing Authority Signature	Date		