JOB OPENING #937
2026-2027

PAYROLL ANALYST

Location: District Office
1.0 FTE

DATE POSTED: November 24, 2026

DATE CLOSED: Open Until Filled

SALARY: $65,000 - $80,000 / Year

APPLICATION PROCEDURE:

1. Application through Frontline Recruiting & Hiring

COMMUNITY EXCELLENCE THROUGH EDUCATION

Cascade School District, USDA, and the State of Oregon are equal opportunity providers and employers.

If you require reasonable accommodations for the application/interview process, please call Cascade School District Human Resources at (503) 749-8010 ext 1802 or speech/hearing-impaired persons may contact the district for assistance through Oregon Relay at 711.

PAYROLL ANALYST

Primary Function:
Accurately processes the School District's payroll and related disbursements for federal and state taxes, workers' compensation, PERS/OPSRP, OEBB benefits, union dues and other payroll related contributions and deductions under the supervision of the Director of Finance. Works with vendors and government agencies to perform maintenance, implement upgrades, provide feedback to software and system providers, and ensure full compliance with federal, state, and collective bargaining requirements.

Supervised By:
Director of Finance

Essential Functions:

1. Performs complex payroll accounting functions for an organization with 300+ FTE over multiple program areas. Acts as lead analyst for monthly payroll processing.
2. Prepares estimates, statements, impact studies and analysis based on sound evaluation methods.
3. Imports and audits electronic time and attendance workflows, leave accruals, and extra-duty or substitute payroll records.
4. Coordinates and reviews data input by others to ensure accuracy of payroll, dual-control fraud prevention (including direct deposit verification), and compliance with laws, policies, controls, and procedures. Balances and reconciles payroll.
5. Prepares and reviews payroll reports including quarterly federal and state tax reporting, wage and hour reports, garnishments, PERS/OPSRP, and OEBB.
6. Compiles and maintains confidential individual files and records on pertinent payroll data necessary to perform the financial and statistical reports related to assigned area and in compliance with Oregon State Archives public school retention schedules.
7. Maintains payroll system control tables to ensure accurate payroll data and compliance, and assists in software upgrades and replacements.
8. Provides technical assistance and training to District end-users including development of desk manuals and work instructions, system purging, and archiving of payroll information and records.
9. Applies conceptual and analytical techniques while conducting complex studies and analysis such as collective bargaining costs and impact studies for the Director of Finance and Assistant Superintendent.
10. Researches, evaluates, and recommends solutions for accounting problems, payroll projects and affected District policies.
11. Develops and coordinates daily, monthly and annual payroll processing schedules.
12. Coordinates with auditors, including but are not limited to, reconciliations, calculations for summer payroll, and personnel costs related to grants.
13. Develops and provides required reports as per the collective bargaining agreements for certified and classified associations.

14. Interprets and applies state and federal payroll rules, BOLI wage and hour standards, policies, procedures, and regulations to analyze and assure compliance relative to payroll.
15. Interprets and applies PERS/OPSRP rules and policies and procedures and assures compliance for all District PERS/OPSRP accounts.
16. Researches employee work history to determine PERS/OPSRP eligibility and related issues, compiling past year invoice data, verifying outcomes, and preparing and remitting accurate payments to PERS/OPSRP.
17. Provides Enterprise Resource Planning (ERP), Human Resource Information Systems (HRIS), and Payroll Information Systems (PRIS) monitoring and support to assure that systems are operating correctly. The District currently uses the Infinite Visions enterprise platform supported by Tyler Technologies.
18. Provides excellent customer service to district inquiries regarding payroll, tax withholding, leave balance, and benefit deduction issues.
19. Performs related duties consistent with job description and assignment.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned.

Minimum Qualifications:

1. High school diploma or equivalent, plus at least three (3) years of progressively responsible payroll processing or payroll accounting experience (an Associate's or Bachelor's degree in Accounting, Finance, Human Resources, Business Administration or a related field may substitute for up to two (2) years of the required experience).
2. Working knowledge of principles and practices of public or commercial payroll administration, federal and state payroll tax laws, quarterly reporting, wage and hour regulations, garnishments, and benefit deductions.
3. Ability to produce accurate work in a fast-paced environment with frequent deadlines while exercising strict confidentiality, tact, and independent judgment.
4. Skill in using analytical methods and techniques.
5. Demonstrated ability to establish and maintain high profile, collaborative working relationships across teams, functions and layers with district staff, outside agency representatives, and the general public. Ability to exercise confidentiality, tact and independent judgment.
6. Skill in communicating complex payroll, tax, and benefit issues to employees in terms they understand.

Preferred Qualifications:

1. Five (5) or more years of progressively responsible payroll/accounting experience.
2. Prior payroll experience in an Oregon public school district, ESD, community college, or public agency, including administration of PERS/OPSRP, OEBB, and collective bargaining agreements.
3. Experience with Tyler Technologies School ERP Pro (formerly Infinite Visions).
4. Associate's or Bachelor's degree in Accounting, Finance, Human Resources, Business Administration, or a related field.

5. Payroll certification such as Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC).

Work Environment:
Subject to working in a school/office environment with frequent interruptions and strict monthly and statutory deadlines. Consistent, reliable attendance during critical payroll processing windows is required.

Physical Requirements:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, for extended periods of time as well as frequent standing, walking, and bending; dexterity of hands and fingers to operate equipment; ability to move freely around the office, making frequent trips from desk to other locations within the building; and ability to use the telephone, computer and other office equipment for extended periods of time.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens or other monitoring devices.

Strength: Light to moderate degree of physical stamina, with occasional lifting up to 50 pounds.

Regular attendance at work and work activities is required.

Work Year: 255 days
Bargaining Unit: CNREBSA
FLSA Status: Exempt
Date Revised: November 2026

Equal employment opportunity and treatment shall be practiced by the District regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veteran's status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.