



Job Title: Senior Payroll Staff Accountant
Location: Wilsonville, OR
Reports to: Controller
Salary: Exempt, DOE

Position Description

Under the direction of the Controller the Senior Payroll Staff Accountant is responsible for the overall UKG (formerly UltiPro) payroll system and processes. This is a detail oriented position which requires a high degree of accuracy and the ability to perform complex payroll computations in accordance with current laws and policies.

This position has one direct report and works closely with other payroll/accounting staff at each Collins location.

Position Responsibilities

- Responsible for new Payroll entry setup and changes in UKG (UltiPro) including earning codes, deduction codes, benefit plans, and accounting mapping.
- Understand any UKG system changes or updates and how these would affect the payroll process or reporting.
- Work with Information Technology department to implement all require updates.
- Responsible for monthly Workers Compensation entries and monthly salaried PTO accrual compilations with all locations.
- Compilation of monthly expenses including process of payables request and follow up from union.
- Coordinates audits involving the Workers Compensation plan and union requirements.
- Monitors, analyzes, coordinates and performs reconciliation of payroll related balance sheet accounts for all locations.
- Responsible for year-end reporting including FSA/HSA entries, W-2 verification, 1095 reporting, 401 (k) and Defined Contribution Plan.
- Deferred Compensation compilation and reporting
- Manage monthly and quarterly retiree medical Federal and State tax payments.
- Completes census reporting for all locations.
- Experience within a team environment where there is some overlap and expectation of basic backup into other Payroll, Accounts Receivable, and Reconciliation of accounts areas when needed.

Position Qualifications

- Previous UKG/UltiPro administrative experience required.
- Prefer a degree in Accounting/Business and/or equivalent experience.
- Knowledge of Crystal reports including the ability to write and run reports.
- Prefer previous experience with Microsoft Dynamics NAV or 365.
- Knowledge of full-cycle payroll with multi-state experience preferred.
- Must have previous experience working in journal entries and accounting functions.
- Confidentiality and discretion are required.

Resume Closing Date: Open Until Filled

Send Resume to: Resumes should be sent to pracct20@collinsco.com

This bulletin is intended as a communication device.

This bulletin reflects a generalization of information and may not reflect all aspects of this position.

Collins is an Equal Opportunity Employer.

This facility is alcohol and tobacco free. Pre-employment drug screen and background check required.

All qualified applicants will receive consideration for employment without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other status protected by law.

Individuals with a disability, who need a reasonable accommodation in the application or hiring process,

Please contact Human Resources at CollinsHR@collinsco.com.