



W S I P C

*Inspired by education. Empowered by technology.*

**WSIPC**  
**Everett, Washington**

*Invites applications for the position of*  
**Payroll & Benefits Administrator**

**May 15, 2017 – Open Until Filled**

**ABOUT THE POSITION**

WSIPC is seeking a Payroll & Benefits Administrator who is passionate about serving others. The successful candidate is team-oriented and self-driven. This position is responsible for the accurate and timely processing of WSIPC's payroll, benefit, and retirement programs and is the primary resource for employees, vendors, and state agencies related to these programs.

**ABOUT WSIPC**

WSIPC is a non-profit cooperative that empowers K-12 schools with a powerful lineup of technology solutions, services, and support. Membership includes 9 Educational Service Districts and more than 280 school districts, who represent nearly 730,000 students in over 1,500 schools. Our product suites for K-12 education include Financial Management, Human Resources and Student information systems delivered from a combined database for each district.

**ABOUT THE COMMUNITY**

The City of Everett, is the county seat of Snohomish County, Washington. Located about 25 miles north of Seattle, Everett is a Pacific-Rim city situated on Port Gardner Bay. Once a mill town built on wood-based industries, today's labor force of more than 80,000 is predominately employed in technology, aerospace and service-based industries.

Residents and visitors enjoy more than 40 parks, trails, golf courses and open spaces. Summer and winter sports opportunities abound at nearby lakes, rivers and campgrounds, the Cascade and Olympic Mountains, Whidbey and San Juan Islands. Everett is home to the AquaSox baseball team, a Class A minor league team associated with the Seattle Mariners. The Everett Events Center, which seats 8,000, opened September 2003 and is home to the Everett Silvertips who are part of the Western Hockey League.

**INDIVIDUAL CHARACTERISTICS**

- Personal and organizational integrity and honesty
- Inspires trust and confidence
- Creates a culture that fosters high standards of ethics
- Strong analytic focus
- Communication and team-building skills
- Strong customer service orientation
- Appreciation for change management
- Highly self-motivated and directed

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Ensures the timely and accurate production of WSIPC's monthly payroll.
- Compiles all payroll related data, prepares computations for salary adjustments, leave without pay, sick leave buy back payments, overtime, and other miscellaneous items and deductions. Identifies and resolves issues and discrepancies.
- Administers WSIPC's benefit programs, premiums, and open enrollment; coordinates benefits plans and payments, performs benefit deduction calculations, and maintains benefit records.
- Provides support and administration to Human Resources related to COBRA, HIPPA, Cafeteria S125, FMLA, and L&I Claims.
- Ensures the accurate preparation of a variety of monthly, quarterly, and annual mandated and requested reports; reconciles year-to-date totals monthly, prepares W-2's and various withholding and taxation records and reports; ensures the reporting of payroll deductions made and transmittal of funds to deduction agencies.
- Provides payroll, benefit and retirement communications with staff, vendors, carriers, brokers, credit bureaus, banks and other outside agencies; resolves issues.
- Acts as an expert resource for WSIPC staff; provides information on payroll and benefit procedures, informs new and retiring employees of benefits available to them according to state and federal laws, and trains staff on payroll procedures as necessary.
- Ensures establishment, maintenance, and security of payroll related records, documents, calculations, procedures, functions, and reports.
- Attends meetings related to payroll, retirement and benefits; consults with regulatory agencies regarding payroll and retirement systems.
- Coordinates with state auditors, as needed.
- Maintains current and evolving knowledge of rules, regulations, legislation, technology, agency policies and procedures governing payroll functions; ensures compliance and develops and implements new procedures for payroll, retirement and employee benefit processing.
- Performs work requiring data collection, analysis, forecasting, and reporting.
- Participates in team meetings, activities, and projects.
- Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

- Some college level accounting, payroll and benefits administration training and 5-plus years of relevant work experience, or any combination of education, training, and experience sufficient to perform the essential duties of the position
- Fundamental Payroll Certification (FPC), Certified Payroll Professional (CPP), Professional in Human Resources (PHR) or equivalent is desirable
- Demonstrated knowledge of payroll, retirement, and employee benefit terminology, rules, regulations and procedures
- Prior experience using accounting and payroll software applications; experience with Skyward's HR product suite a plus
- Proficient in use of personal computers and MS Office products; strong mathematical and spreadsheet skills
- Demonstrated ability to research, analyze, reconcile, and evaluate data and troubleshoot issues
- Ability to maintain confidentiality and effectively communicate information, ideas, and recommendations verbally and in writing
- Exceptional attention to detail and high level of accuracy
- Ability to work additional hours to meet deadlines

### **TERMS OF EMPLOYMENT**

- This is an overtime exempt position. Annualized salary based on qualifications and experience.
- WSIPC provides a comprehensive benefit package, for details visit: <http://www.wsipc.org/about-us/careers/>

### **APPLICATION INSTRUCTIONS**

Application materials must include the following in order to be considered for the applicant pool:

1. Cover letter which addresses the qualifications listed above
2. Resume listing previous employers, employment dates and responsibilities applicable to the position
3. **E-mail application materials to [employment@wsipc.org](mailto:employment@wsipc.org)**

**EOE**

**Reference 170501**