



W S I P C

2121 W. Casino Road | P: 425.349.6600
Everett, WA 98204-1472 | F: 425.349.6601
www.wsipc.org

Payroll & Benefits Administrator

WSIPC – Reference # 200702

Why WSIPC? At WSIPC We Take Pride in Nurturing a Culture Where...

We are a team – We care about the growth and development of our people and the Cooperative.

We pursue excellence – We are continuously learning, and striving to improve our skills, services and culture.

We are passionate and creative – We are inspired by our Cooperative members to innovate and develop solutions that best fit their needs.

We are accountable and supportive – We take responsibility for our decisions and collaborate to ensure the best outcomes.

We communicate honestly – We work in a transparent, open, and trust-based environment.

We have serious fun – We take the time to enjoy ourselves, because hard work and innovation are fueled by a good work-life balance and a lot of personality.

We serve our community and we are our community – We are part of the community we serve and we are invested in its success.

About the Position

The Payroll & Benefits Administrator is responsible for the accurate and timely completion and reporting of the agency's monthly, quarterly, and annual payroll and benefits functions. The ideal candidate is a seasoned payroll professional with a strong background in government and/or K-12 payroll and benefit policies, regulations, and state systems.

This essential role within the agency will act as an expert resource for WSIPC staff on payroll and benefit matters and will serve as the primary liaison with vendors and state & federal agencies related to WSIPC's benefit programs.

This position requires a high level of accuracy, exceptional attention to details, as well as the ability to be professional, ethical and maintain confidentiality in all business practices.

Ideal Candidate Qualifications

- Demonstrated knowledge of payroll, benefits and retirement systems, rules, regulations, and procedures
- Experience processing payroll using payroll processing software
- Strong computer, mathematical, accounting and analytical aptitude
- College degree in an appropriate discipline and/or equivalent work experience

Employment Benefits

This is a full-time position. WSIPC provides a comprehensive benefits package including but not limited to twelve holidays, medical, dental, vision, and paid sick leave. Visit www.wsipc.org for a full list of benefit offerings.

Apply Now!

What a great place to work! Apply now by emailing your resume to employment@wsipc.org

WSIPC is an EOE.