

## JOB ANNOUNCEMENT

### Payroll Specialist (FT, 12 months)

<b>Opening Date:</b>	April 28, 2022
<b>Review Date:</b>	May 13, 2022
<b>Closing Date:</b>	Open until filled
<b>Start Date:</b>	As soon as possible
<b>Location:</b>	Lummi main campus
<b>Salary:</b>	<b>\$49,654 Max DOE</b>

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

*Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*

#### SCOPE OF WORK

Under the general supervisor of the Chief Financial Officer, the Payroll Specialist prepares and maintains payroll records, interprets varying institutional, state and federal regulations and applies to the payroll function. The Payroll Specialist works with departments to resolve the payroll complications that come to the Business Office, compiles reports that are required by NWIC and government; and ensures accuracy of reports and takes action in correcting errors as necessary.

#### DUTIES & RESPONSIBILITIES

1. Compile and compute payroll data from a variety of source documents, such as time cards, personnel action forms, contracts, insurance forms, withholding forms, etc.
2. Process all Travel Advances and Closings for NWIC, making sure policies and procedures are followed.
3. Report payroll taxes as required.
4. Input the payroll and insurance data and perform the routine audits to ensure accuracy and compliance with employee authorizations and state/federal requirements.
5. Ensure compliance with institutional, state and federal requirements in payroll procedures, computations and deductions.
6. Review payroll procedures and make recommendations to improve service and accuracy.

7. Coordinate with retirement and insurance officer (the Chief Financial Officer) on deduction procedures; ensure timely payment of various deductions to vendors, insurance providers, and government entities.
8. Reconcile insurance billings, retirement reports, W-2 end-of-year reports, and other reports as required.
9. Advise departments, business office or data processing center of procedural errors; take action on correcting the errors.
10. Responsible for providing a strong focus on maintaining a high level of customer service to everyone in contact with Payroll Office is expected in this position.

## **SUPERVISOR RESPONSIBILITIES**

There are no supervisory responsibilities assigned to this position

## **QUALIFICATIONS to perform the position successfully:**

### **Minimum Qualifications:**

- One year of experience as a payroll specialist or equivalent;
  - 9 quarter hours or 6 semester hours of college-level course work in accounting principles may substitute for 6 months of required experience
- OR
- Equivalent education/experience.

### **Preferred Qualifications:**

- Experience working in a college setting/team environment.
- Experience with and sensitivity to Native American people and cultural customers.

## **APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at [www.nwic.edu/about-nwic/employment](http://www.nwic.edu/about-nwic/employment) or may be requested from and submitted directly to:

Human Resources  
Northwest Indian College  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: 360.392.4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)