



JOB POSTING

The Whatcom County Library System values diversity and inclusion and we are interested in hiring candidates that are representative of the communities and patrons we serve.

POSITION: Payroll Specialist

DEPARTMENT: Administration

2022 SALARY: \$22.7536 per hour

BENEFITS: Social Security, retirement, long-term disability insurance, medical, dental, and optical insurance; paid vacation and sick leave, EAP, and a fun and innovative work environment that values the contributions of our employees.

UNION: This position is represented by AFSCME, AFL-CIO Local 1581

WORKING HOURS: 40 regular scheduled weekly hours worked during regular business hours, Monday through Friday, with occasional evening and weekend hours as needed. *Successful candidates may be required to adapt to future schedule changes depending on library needs.*

LOCATION: Regular hours at WCLS Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226

DUTIES: Performs specialized and complex accounting work in the preparation, processing, and distribution of the Library System's payroll for hourly and salaried employees; performs other duties as assigned. **Essential functions include:**

Employee records: maintain and update records in payroll databases; prepare payroll change forms.

Processes payroll: receive and verify electronic timesheets; compile timesheet hours and leave times; ensure information balances with payroll reports; calculate various employee payroll deductions; mail and distribute paychecks and paystubs.

Benefit administration: serve as billing administrator for staff medical and dental insurance plans; prepare employer and employee benefit reports.

Leave accruals: manage leave accruals for all employees; make manual adjustments as needed.

Customer service: respond to payroll inquiries including verifications of employment; explain Library policies and procedures; research and resolve payroll questions and issues.

Reporting: compile payroll statistical information for Library system as needed; compile payroll data for periodic state audits.

QUALIFICATIONS: You are extremely attentive to detail and have excellent keyboarding skills and computer experience, with a working knowledge of sound accounting practices and procedures. You value providing exceptional customer service, and understand the confidential and sensitive nature of the payroll responsibilities and the ability to use tact, discretion, diplomacy, respect, and courtesy in dealing with staff payroll issues. Associate's degree and three or more years of related experience required; or equivalent technical training, education and/or experience. Payroll experience preferred. Requires the ability to speak, understand, and write English clearly and concisely. New employees are subject to a CRC (criminal records check) per RCW 43.43.832.

The library is an *EQUAL OPPORTUNITY* employer. All qualified applicants will receive consideration without regard to race, ethnicity, religion, color, age, gender, marital status, sexual orientation, gender expression or identity, status as an actual or perceived victim of domestic violence, sexual assault, or stalking, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, honorably discharged veteran or military status, or any other legally protected class.



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POSTING DATES: Thursday, 11/18/2021 through Monday, 12/06/2021

APPLICATION: Submit a completed [WCLS Employment Application Form](#), along with your résumé and cover letter via email, mail, or hand delivery by 5:00 pm on Monday, 12/06/2021 to:

Jackie Saul, Director of Finance and Administration
Whatcom County Library System
5205 Northwest Drive
Bellingham, WA 98226
Phone: (360) 305-3603

Email: payrollspecialist@wcls.org

JOB BEGINS: As soon after hiring as possible

SELECTION: Selection criteria may include the contents of the application, an oral interview, and a skills test. Selection of applicants for further consideration and/or possible testing will be determined by the information supplied by the applicants on their applications and accompanying documents. It will be the responsibility of the applicant to supply sufficient information and detail on the application to permit WCLS to properly determine the applicant's qualifications, abilities and attributes as they relate to the listed position. Interviews will be scheduled ONLY with best qualified applicants, based upon applications, resumes and other documents received, and test results. Applicants who need accommodation during the application, testing or interview process should contact Human Resources.