

# Payroll Specialist

<b>Recruitment #:</b>	S2301
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	Human Resources
<b>Salary Rate:</b>	\$2,807 - \$4,107 [ <a href="#">Salary Steps</a> ] at 1.0FTE *This position will work flexible FTE between .75 and 1.0FTE

## Position Summary:

The Payroll Specialist will support the daily operations of the Office of Human Resources by performing a variety of technical payroll duties. This position processes a variety of payroll functions for existing staff, new employees, and student workers. The employee will deal with interruptions on a recurring basis and must possess skills to work with a variety of individuals and situations. This position primarily aids the Payroll Manager, and requires complete accuracy and a keen attention to detail in payroll record keeping, monthly payroll processing, and preparing manual checks and direct deposits for all employees. This position also provides direct support to classified, temporary, and hourly employee payroll functions; as well as data entry for student employees, faculty, and unclassified staff.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

## Minimum Requirements:

- Eight (8) quarter (5 semester) or 80 clock hours of college-level accounting courses; OR one year of general office experience including payroll processing (verifying, proofing, and entering data)
- Must have aptitude for math, detail type work and be able to have good rapport with faculty, staff and students.
- Must be accurate as the consequence of error is high.
- Must be very flexible as there are many interruptions and be multi-task oriented.
- Must have a clear understanding of policies and procedures for payroll and HR issues.

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

**Required Application materials:** You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

1. WOU Employment Application form [available here](#) - classified
2. Cover Letter that addresses your qualifications for the position.
3. Resume

## Additional Application information:

Contact information for three professional references will be requested from finalists.

**Background/Education Check:**

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

**Employee COVID-19 Vaccine Requirement:**

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

**Benefits:**

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

**Equal Employment Opportunity:**

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

**Accommodation Requests:**

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.

**Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.**