

# Payroll Manager

<b>Recruitment #:</b>	S2347
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	Human Resources
<b>Salary Rate:</b>	\$66,185 - \$77,865

## Position Summary:

The Payroll Manager position is responsible for payroll processing, overseeing time-keeping, and record keeping functions regarding timely and accurate pay, for all employee classes. This position uses a combination of established procedures, fundamental application of collective bargaining agreements, payroll processes, and adaptability while adhering to laws, regulations, policies, and procedures. Decisions are made based on experience and knowledge of the services and programs. This position is responsible for the end of fiscal and calendar year administration, reconciliation and reporting. This position is responsible for the maintenance and continual progression of the HRIS system and will include supervision of payroll staff.

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

## Minimum Requirements:

- Bachelor's Degree in accounting, finance, taxation, business administration, human resources or related field.
- Five (5) years of experience in the payroll field.
- Experience and/or working knowledge of the Banner Finance and/or Banner Human Resource systems.
- Experience in processing and overseeing a payroll with 500+ employees
- Experience with bargaining agreements, complex employment contracts and interpreting and enforcing policy and procedures
- Experience working in a high detailed work environment

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Individuals are encouraged to apply even if they do not meet every one of the preferred qualifications as listed. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. We are most interested in finding the best person to fulfill this role, and that candidate may be someone with transferable skills and experience.

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](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following

## [Diversity questions](#)

### **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.

### **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.

### **Veterans Preference**

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

**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.**