



# Mid-Columbia Children's Council

## Job Posting

Mid-Columbia Children's Council is a comprehensive family-centered 501(c)3 nonprofit organization providing quality preschool and early childhood programs in Oregon and Washington States since 1987.

**Our Mission:** Educating children and families with innovative, high-quality early childhood learning opportunities and family partnerships to build better communities, one person at a time.

**Our Vision:** Nurturing Children and Families Today, Strengthen Communities for Tomorrow

**Region:** Central Office—Hood River County

**Posting Date:** 8/27/21

**Closing Date:** Until Filled

**FSLA:** Non-Exempt

**Budgeted Hours:** 40

**Budgeted Schedule:** 12 months

**Internal Posting:** Yes

**External Posting:** Yes

**Job Posting ID:** 43679

**Job Posting:** Payroll and Benefits Specialist

**Hiring Range:** \$37,544 to 56,784 annually Depending on Experience and Education.

**Job Description:** The Payroll and Benefits Specialist handles all payroll related functions of Mid-Columbia Children's Council. This includes processing payroll, taxation forms and benefits, as well as maintaining employee data, handling payroll questions and completing any other tasks necessary for monitoring and overseeing a company's payroll process.

**Job Requirements:** High school diploma or G.E.D. equivalent required

Five or more years' experience in employee benefits administration and/or payroll required. Equivalent combination of education and/or experience will be considered. General understanding of accounting practices and principles. Experience with automated payroll programs and systems. Working knowledge of the Microsoft Office (e.g., Word, Excel, Outlook) Excellent computer skills using 10-Key by touch and ability to type 40 WPM. Must possess proficient ability to communicate in English in oral and written format. Ability to apply discretion and trust with confidential material. Ability to maintain a high level of accuracy in preparing and entering financial data. Ability to effectively apply analytical and problem solving skills. Excellent time managing skills with the ability to multi-task, prioritize, and meet deadlines. Pass a criminal background check meeting State, Federal and/or local requirements.

**Benefits Eligible:** Medical, Dental, Vision, Voluntary benefits available, Sick Leave, Vacation, PTO, and 401 (k) Retirement Plan.

**Applications and job descriptions may be picked up at Mid-Columbia Children's Council or visit [www.mcccheadstart.org](http://www.mcccheadstart.org). Inquiries: call 541-386-2010. Mail, fax or hand deliver completed applications with transcripts and cover letter to: MCCC, 1100 E. Marina Way, Suite 215, Hood River, OR 97031. Fax:**

**541-386-4597**

**\*Equal Opportunity Employer\***



## JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Payroll and Benefits Specialist	Finance	Chief Financial Officer
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	6/1/2021

### POSITION SUMMARY

The Payroll and Benefits Specialist handles all payroll related functions of Mid-Columbia Children's Council. This includes processing payroll, taxation forms and benefits, as well as maintaining employee data, handling payroll questions and completing any other tasks necessary for monitoring and overseeing a company's payroll process.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Administer various employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, 401(k), and wellness benefits
- Maintain employee benefits filing systems and ensure benefit changes are entered appropriately in payroll system for payroll deduction
- Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs
- Resolve administrative problems with the carrier representatives
- Assist HR Department in obtaining statistics and information in renewal process of any health, life and retirement plans that benefit the company
- Prepare and set up meetings designed to help employees obtain information and understand company benefits and other related incentive programs
- Ensure distribution of required employee notices
- Prepare and maintain biweekly employee reports
- Assist HR Department in completing benefits reporting requirements
- Performing other work-related duties as assigned

### MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma or G.E.D. equivalent required
- Five or more years' experience in employee benefits administration and/or payroll required
- Equivalent combination of education and/or experience will be considered

- General understanding of accounting practices and principles
- Experience with automated payroll programs and systems
- Working knowledge of the Microsoft Office (e.g., Word, Excel, Outlook)
- Excellent computer skills using 10-Key by touch and ability to type 40 WPM
- Must possess proficient ability to communicate in English in oral and written format
- Ability to apply discretion and trust with confidential material
- Ability to maintain a high level of accuracy in preparing and entering financial data
- Ability to effectively apply analytical and problem solving skills
- Excellent time managing skills with the ability to multi-task, prioritize, and meet deadlines
- Pass a criminal background check meeting State, Federal and/or local requirements

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

### NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

*Mid-Columbia Children's Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable.*

**Reviewed with Employee By:**

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Received By:**

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_