



Mid-Columbia Children's Council, Inc.

Job Posting

Are you passionate about a career in Early Childhood Education, Development & Services in beautiful Columbia River Gorge, interested in a job where you truly make a difference, want growth opportunity, competitive pay, with an exceptional benefits package? Then MCCC has the right job opportunities for you!

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.

Location: Central Office-Hood River **Posting Date:** 1/5/2022 **Closing Date:** Until Filled

FSLA: Non-Exempt **Budgeted Hours:** 40 **Budgeted Schedule:** 12 months

Internal Posting: Yes **External Posting:** Yes **Job Posting ID:** 46000

Job Posting: Payroll and Benefits Specialist

Hiring Range: \$41,932 to \$61,588 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 over-seeing 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 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 multitask, prioritize, and meet deadlines. Pass a criminal background check meeting State, Federal and/or local requirements. **Full COVID Vaccination Required.**

Benefits Eligible: Medical, Dental, Vision, Disability, Employee Assistance Program, Tuition Reimbursement, Sick Leave, Paid Vacation, PTO, 12 Holidays, additional Voluntary Benefits, and 401(k) Retirement Plan.

Applications may be picked up at Mid-Columbia Children's Council or on our website www.mcccheadstart.org (Inquiries: call 541-386-2010). Mail, email, fax, or hand deliver completed applications with a current resume and cover letter to: MCCC Human Resources, 1100 E. Marina Way, Suite 215, Hood River, OR 97031 - Email HumanResources@mcccheadstart.org - Fax 541-386-4597
Applications must be received by 4:30pm on closing date

Equal Opportunity Employer

