



TILLAMOOK BAY

COMMUNITY COLLEGE

Position Title: Payroll and Benefits Manager

Department: Business Office

Work Type: Full Time, 1.0 FTE

FLSA: Exempt

Term of Employment: July 1 - June 30, Permanent

Compensation Band: Grade 20

Annual Salary Range: \$55,554 - \$79,178

Initial Placement Salary Range: \$55,554 - \$64,379 based on qualifications, experience, and internal equity. Higher salaries by approval of the President only.

Organizational Relationship: Reports to the Chief Financial Officer

Location: Tillamook, OR

College and Area Information:

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves nearly 2,000 students per year.

Tillamook, Oregon is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

Vision, Mission, and Values:

Vision: TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

Mission: TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Values: Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

Relationship-Oriented
Innovative
Student-Centered
Equitable
Scholarly Excellence

TBCC Equity Statement:

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

Payroll and Benefits Manager:

The Payroll and Benefits Manager position is responsible for the monthly payroll process and administers employee benefits such as health insurance, retirement plans, wellness programs, and leave policies. They will maintain communication with insurance providers, monitor payroll deductions, and revise benefit packages according to employee needs. The Payroll and Benefits Manager interacts effectively with staff and benefit providers to gather needed information, resolve discrepancies, and complete work on schedule.

Essential Job Functions:**Payroll Management**

- Oversee and ensure accuracy of college's customized payroll system.
- Process monthly payroll for all TBCC staff; including reviewing and importing hours, garnishments, tax levies, and other adjustments to pay as necessary.
- Process other special pay runs as needed.
- Prepare and submit monthly demographic reports to PERS.
- Prepare and submit quarterly reports to the IRS and ODOR.
- Create and update employee master records with the support of the HR Department.
- Evaluate and, if needed, implement payroll system upgrades and changes.
- Respond to all unemployment claims in a timely manner.
- Manage annual process for W2 issuance to employees and reporting to the IRS.
- Produce scheduled and ad-hoc reports pertaining to payroll requirements.
- Perform other business office clerical and data entry duties as needed.

Benefits Management

- Administer all employee benefit programs including enrollments, qualified life events, terminations, and COBRA.
- Serve as the Oregon Employment Benefit Board (OEBB) administrator.
- Serve as the Public Employees Retirement System (PERs) program administrator for TBCC and respond to information requests from PERS.
- Report monthly employee wage and hour data information to Bureau of Labor Statistics.
- Serve as primary coordinator for providers of other employee benefits, such as retirement and disability plan options.
- Oversee annual benefits open enrollment with the support of the HR Department and update system to reflect benefit changes.
- Oversee all leave hours and processes related to FMLA/OFLA/POFLA with the support of the HR Department.
- Plan, conduct, and report results of benefits audit to ensure all enrollments are accurate.

Knowledge, Skills, and Abilities

- Knowledge of payroll practices, benefits administration, and compliance.
- Knowledge of a variety of computer software including payroll, benefits, time and attendance, and self-service systems.
- Skilled in using technology to manage data, including database applications.
- Skilled in time management with a proven ability to meet deadlines.
- Skilled in continuous learning and improvement
- Ability to carry out confidential tasks or manage situations with tact, sensitivity and discretion.
- Ability to work independently and collaboratively to achieve results.
- Ability to communicate complex information clearly, both written and orally.
- Ability to accurately manage complex processes and document them in for the payroll procedure manual.
- Ability to research and reconcile payroll discrepancies both online and through vendor relationships.
- Ability to foster a culture of equity and inclusion with all members of the campus community.

Qualifications:

Minimum Qualifications

- Bachelor's Degree in Accounting, Finance, or a related field and three years of experience administering payroll and benefits processes.

Or

Associates Degree in Accounting, Finance, or a related field and five years of experience administering payroll and benefits processes.

- If an applicant does not have the above education and experience, the applicant must provide evidence of an equivalent combination of education and experience to match the minimum qualifications.
- Must be able to pass a criminal background check and credit check.

Preferred Qualifications

- Certified Payroll Professional (CPP) or Fundamental Payroll Certification.
- Bilingual in English and Spanish.

Benefit Information:

TBCC provides excellent benefits, including medical, dental and vision insurance, as well as generous paid leave, long-term disability and accidental death insurance. Paid leave includes vacation, sick, holiday and personal leave. TBCC pays all contributions to Oregon PERS. Tuition waiver available for eligible employee, spouse, or dependents. Optional benefits include flexible spending, health spending, additional life insurance and other supplemental insurances as well as 403(b) retirement accounts.

Equal Opportunity Employer:

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact Human Resources, 4301 Third Street, Tillamook, Oregon, Room 108, Phone (503) 842-8222 ext. 1021.

Application Information:

To apply go to <https://tillamookbaycc.edu/about-tbcc/jobs/> and click on the application link. The submission of all required application materials is the responsibility of the applicant. Please respond via email with cover letter, resume and application to: hr@tillamookbaycc.edu. **Position is open until filled.**