



Position Title: Business Office Payroll Clerk

Department: Business Office

Work Type: Part Time, 0.5 FTE

FLSA: Non-Exempt

Term of Employment: Permanent Position

Compensation Band: Grade 13

Hourly Pay Range: \$19.81 – \$28.25 per hour

Initial Placement Pay Range: \$19.81 - \$26.59 per hour based on qualifications, experience, and internal equity. Higher salaries by approval of the President only.

Organizational Relationship: Reports directly 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.

Business Office Payroll Clerk:

As Business Office Payroll Clerk, you will put your experience and enthusiasm to use by supporting the clerical efforts of the college's business office with a focus on Payroll. You will use your organization and time management skills to support payroll processes and deliver high quality, accurate work. This position requires an organized, flexible, self-starter who enjoys helping things runs smoothly and efficiently.

Essential Job Functions:

- Payroll
- Benefits Assistance
- Payroll Filing
- Office Support

Specific Duties*Payroll*

- Enter payroll data for all of TBCC employees into payroll software.
- Review and import hours from time and attendance system.
- Update direct deposit information as needed.
- Learn and maintain payroll best practices.
- Implement payroll system upgrades and changes when needed.
- Maintain employee records in payroll system.
- Assist with quarterly and year end audits and processes (payroll, W2s, 403b, etc.).
- Sort and file monthly payroll reports.

Benefits Assistance

- Review employee eligibility for benefits.
- Respond to information requests from vendors or government agencies.
- Assist with employee benefit programs. This includes OEBC, PERS, and any other benefit program.
- Audit benefit enrollments for accuracy for employees and dependents.

Other Duties

- Provide general office support as directed by the CFO.
- Cover the cashier window as needed.
- Other duties as assigned to support the operations of the Business Office.

Knowledge, Skills, Abilities

- Knowledge of basic office equipment and experience in a professional office environment.
- Must have a willingness and desire to work with others to achieve positive results.
- Must have excellent interpersonal skills, which include the ability to listen and act on feedback from team members.
- Proficient in Microsoft office applications, specifically Microsoft Outlook, Word and Excel.

- Ability to organize information and apply time management skills.
- Ability to show flexibility and tact when dealing with others.
- Ability to take initiative and use creative problem-solving skills to achieve goals.
- Ability to follow procedures and work independently and as part of a team.
- Ability to professionally represent TBCC and the Business Office and deliver exceptional customer service with a collaborative attitude.

Qualifications:

Minimum Qualifications

- High school diploma and any combination of work experience that demonstrates ability to successfully perform the duties of the job.
- Must be able to lift and carry 40 lbs.
- Must be able to pass a criminal background check and credit check.

Preferred Qualifications

- Bi-lingual in English/Spanish

Benefit Information:

TBCC provides excellent prorated benefits, including medical, dental, and vision insurance, as well as paid life, long-term disability, and accidental death insurance. Paid leave includes vacation, sick, holiday, and personal leave. TBCC pays all contributions to Oregon PERS. 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 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. Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant. Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to: hr@tillamookbaycc.edu.

Open until Filled.