



Pend Oreille County Public Utility District
An Equal Opportunity Employer

Payroll & Benefits Coordinator

Department/Location:	HR/Newport	FLSA Status:	Non-exempt
Reports To:	HR Manager	Grade:	7
Supervises:	N/A	Revision Date:	07/25/2019

Job Description

Process all aspects of payroll including required reporting. Administer all benefits and retirement programs. Assist the Human Resources Manager by providing support/assistance as required.

Essential Functions:

- Review and process time sheets, calculate employee deductions, review edits for correctness, see that payroll warrants are run and distributed in a timely manner, submit to Auditor for payment all payroll taxes and deductions, maintain employee leave records and all other benefits, including employee insurance, retirement and tax records
- Assist with payroll & benefits-related questions and issues (e.g., insurance/retirement programs, Personal Leave (PL) questions, medical leave/workers comp. events, etc)
- Prepare month-end, quarterly, and year-end payroll reports as required
- Create and maintain employee payroll and personnel files
- Assist in onboarding of new hires
- Ensure the accuracy of all benefits enrollments in the HRIS to provide vendors with accurate eligibility information
- Perform quality checks on benefits and payroll related data
- Distribute all benefits enrollment and annual summary materials
- Determine eligibility and enroll employees & dependents with carriers and processes life status changes
- Process and administer leave-of-absence requests and disability paperwork in compliance with FMLA, ADA, and Workers Compensation
- Administer annual open enrollment
- Assist the Safety Coordinator with completion and submittal of OSHA 300, 300A, 301
- Assist in monthly financial data entry transactions
- Act as back-up for Accounts Payable

Other Duties:

- Understand and demonstrate a commitment to the P. U. D.'s mission, vision, core values, and strategic plan.
- Adhere to all safety policies and procedures. Promote a safe work environment for all employees, contractors, and customers, in order to ensure a reliable workforce and an educated community.
- Be respectful of all employees and customers, listening to their requests and understanding their needs.



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- Act as a responsible steward of public assets and trust. Foster open and honest communications, listen, and understand other perspectives.
- Foster teamwork and promote unity of the District and its departments.
- Perform other duties as assigned.

Education, Experience, & Training Required

- High School Diploma required, Associate's Degree or other additional education/certifications preferred.
- Minimum 2 years' experience in bookkeeping, accounting, or payroll.
- Interpersonal skills including clear and concise communication both in writing and verbally
- Ability to use independent and discretionary judgment; manage confidential information.

Knowledge/Skills Requirements:

- Thorough knowledge of payroll accounting, including the calculation of payroll taxes and benefits-related payments. Basic knowledge of payroll laws.
- Thorough understanding of FMLA and Washington state paid leave laws
- Ability to type/perform data entry; generate, update and maintain accurate payroll and benefits reports.
- Work effectively with employees, outside administrators/service providers, vendors and the public.
- Ability to perform math related tasks, including spreadsheet activities and online reporting related to insurance/retirement plan administrators.
- Ability to perform work in a detailed and accurate fashion.
- Able to develop a strong working knowledge of the District's payroll software system, as well as Microsoft software such as Excel, Word, and Windows 7.
- Strong communication (verbal and written), organization & recordkeeping skills required.
- Ability to use independent and discretionary judgment; maintain sensitive/confidential information with care and discretion.
- Ability to meet deadlines, create/maintain accurate records and reports, problem solve payroll and benefits issues, address individual and/or group needs related to payroll and benefits functions.

Other requirements if box is checked

- Valid driver license
- CDL Endorsement
- Professional license or registration
- Post-offer drug test
- Post-offer background check
- Apprenticeship or other education/training required as a condition of employment, progression or advancement



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Physical Requirements

Most of the time is spent sitting in the same location, or standing/walking primarily in a controlled office environment.

- Most working time is sedentary in nature, or standing/walking primarily in a controlled office environment. Occasional trips to other District work sites and other locations for project work, meetings, training, etc.
- Frequent use of a computer and exposure to terminal screens.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequently handle material of moderate weight, up to 15 pounds and occasionally 35-40 pounds.
- There is occasional exposure to hazards or risk of injury that are primarily protected against or predictable.
- Typically requires use of one of more senses of medium intensity and long duration.
- Under regular pressure to meet deadlines, perform tasks with a high degree of accuracy, process a large volume of work and resolve issues related to business needs of the District.

Approvals:

_____ Employee	_____ Date
_____ Manager	_____ Date
_____ General Manager	_____ Date
_____ Human Resources	_____ Date

Public Utility District No. 1 of Pend Oreille County is a publicly owned municipal corporation organized under the laws of the State of Washington. The primary purpose of the PUD is the efficient generation, transmission and distribution of electrical energy. The PUD serves the residents of Pend Oreille County and operates on revenues from the sales of its utility services. Employment at Pend Oreille County Public Utility District is at-will. This job description is not a contract of employment. Signing of this document is an acknowledgement of responsibilities assigned to this position.