Payroll Operations Manager

Job ID: 14014

Location: Bellevue College

Full/Part Time: Full Time

Regular/Temporary: Regular

Position Summary

The Payroll Operations Manager (POM) is responsible for the operations of the Payroll Shared Service Center related to the service provided to assigned partner colleges. The POM provides advanced payroll and system knowledge to the payroll staff and the partner colleges. The POM leads the payroll staff for their assigned colleges providing direction and guidance in all areas of payroll. The POM must apply independent judgment and actions, acting in the best interests of the College, Human Resources, and Finance. The POM leads continuous process improvement efforts focusing on quality and efficiency. The POM must establish rapport with other employees to maintain an atmosphere of teamwork in carrying out the goals and objectives of the office.

This position reports to the Director of Payroll.

Pay, Benefits & Work Schedule

Position Salary Range: $73,539/year - $106,632/year

The salary information shown above is a general guideline only. The salary will be determined based on candidate's qualifications and related experience, as well as market and business considerations. Typically, new hire starts no higher than **$81,812/year** based on Bellevue College Exempt salary schedule.

We offer comprehensive compensation package with salary and benefits as the main components. **Generous** https://www.bellevuecollege.edu/hr/benefits/ **is offered through Washington State plans that includes multiple** medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; transit program, reduced tuition, employee discounts and memberships, etc.

The employee is scheduled to work 40 hours per workweek. This position is exempt from the overtime provisions of the Fair Labor Standards Act, which means that you are not eligible for overtime pay.

About The College

Bellevue College is a diverse student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle where we serve a student population of over 54% students of color and over 1,300 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

We strive to create a vibrant and inclusive campus community that supports a diverse student body, faculty and staff. As an essential part of our https://www.bellevuecollege.edu/futurevision/core-themes/, diversity, equity and pluralism are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building an inclusive and diverse campus community that fosters creativity, innovation and student success.

For more information, visit https://www.bellevuecollege.edu/facts/.

About the Department

The Payroll Department processes and manages complex transactions ensuring all employees are paid in an accurate, timely, and cost efficient manner in compliance with College policies and governmental regulations. Provides information and consultative solutions to employees and administrators to solve urgent problems today and advance college goals and objectives.

Essential Functions

Manage payroll activities for the colleges

• Manage and guarantee disbursement of semi-monthly payroll including garnishments, benefits, and taxes for the employees of Bellevue College, Everett Community College, Skagit
• Valley College, and Whatcom Community College consistent with federal and state wage and hour laws.
• Provide training and necessary support in coordinating payroll and time reporting systems.
• Provide training in ctcLink reporting for payroll staff.
• Provide the necessary reports ctcLink for payroll staff.
• Ensure systems are set-up and updated to reflect the current employee base, including wages, benefits, sick and vacation time in line with contracts.
• Resolve issues and answer payroll-related questions.

• Work effectively with other agencies or groups necessary to accomplish the goals and deliver the services of the department. Such as Department of Retirement Systems (DRS),
• Department of Labor and Industries (L&I), Health Care Authority (HCA), Internal Revenue Service (IRS), and Washington State Board of Community and Technical Colleges (SBCTC)

Reconcile the payroll and manage the balancing of payroll account

• Identify and troubleshoot the issues with semi-monthly balancing.
• Balance Health Care Authority (HCA) and Department of Retirement Systems (DRS) accounts. Provide the necessary support and training to payroll staff in processing the changes for these accounts.
• Review and analyze the payroll activities to implement changes leading to best-practice operations.
• Manage Shared Leave Balance program and provide necessary training to payroll staff with applying this benefit.

Supervise payroll employees

• Supervise payroll coordinators, hourly and student employees.
• Maintain payroll staff by recruiting, selecting, orienting, and training and disciplining.

Maintain professional and technical knowledge

• Attend the training sessions for ctcLink and Department of Retirement Systems.
• Assist with payroll staff setup and training for all new payroll staff.
• Attend all college-required trainings.
• Perform other duties as assigned.

Minimum Qualifications

• Bachelor's degree in Accounting, Business Administration, or a closely related fields OR and equivalent combination of education and experience.
• Minimum one (1) year Payroll operations experience.
• Minimum two (2) years management and supervisory experience.
• Minimum one (1) year experience working with ctcLink system within WA SBCTC.
• Demonstrate advanced knowledge of payroll processing.
• Demonstrate effective communication skills with individuals and groups, both verbal and in written form.
• Proficient in MS Office Suite (Word, Excel, Outlook, PowerPoint).
• Demonstrate experience working in a collaborative team environment with diverse employees and student/customer groups.

Preferred Qualifications

• Working experience within the Washington State Community/Technical College system.
• Working experience in Department of Retirement System (DRS).
• Working experience in Payroll reconciliation accounts with the Department of Retirement System, Health Care Authority, Internal Revenue Service.

Conditions of Employment

Bellevue College intends to provide a drug-free, healthy, safe, and secure work and educational environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform her/his/their assigned duties.

Bellevue College employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Sexual Misconduct and Background Check:

Prior to start of employment, finalists(s) for this position will be subject to a pre-employment background check as a condition of employment. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under https://app.leg.wa.gov/RCW/default.aspx?cite=28B.112.080.

Check frequently in your inbox, spam, junk, clutter email folders for any communication regarding the next steps from Bellevue College and our background check partners.

Reference Check:

Reference checks may include, but are not limited to, contacting references and verification of work experience, and/or past job duties.

Other Information

• This position is NOT eligible for relocation allowance.
• This position is NOT eligible for sponsorship for employment-based visa.

How To Apply

Applications received by **08/07/2024** will be given full consideration. Applications received after that date may be considered until the position is filled.

All individuals interested in this position are encouraged to apply. Your application must include a complete online application and all of the required documents below to be considered complete. Any application that does not provide all requested information will not be considered for the position (only submit required documents with the application, additional documents will not be reviewed.) Please review https://www.bellevuecollege.edu/work-at-bellevue/applying-for-jobs-tips/ before applying. **Current Bellevue College employees should apply the position through Employee Self Service.**

Required application materials:

• Attach a Cover Letter (min 1 pg., max 2 pgs.)
• Attach a Resume
• Attach a Diversity Statement (min 1 pg., max 2 pgs.) that addresses the following: Please describe your experience working with people of diverse social identifies (race, gender, gender identity, sexual orientation, class, ability status, etc.) and/or engaged in conversations about equity. Please also provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity, equity and inclusion, and how these prepare you to contribute to Bellevue College. Please provide your statement in the required question on the application; you may also upload as a supplemental material.
• Complete Job Questionnaires if applicable

Contact:

If you have questions with regards to the application or the hiring process, please contact Office of Human Resources at 425-564-2274 or email to jobs@bellevuecollege.edu.

EEO Statement

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at https://www.bellevuecollege.edu/policies/. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office B126.

Applicants with disabilities who require assistance with the recruitment process may contact hraccommodations@bellevuecollege.edu .

To apply, visit https://apptrkr.com/5444549