

**Payroll Coordinator - Fiscal Specialist 2
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=251944>

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Posted Jan. 22, 2025, set to expire Feb. 4, 2025

Job Title	Payroll Coordinator - Fiscal Specialist 2
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Jan. 22, 2025
Application Deadline	02/04/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources Fiscal Services
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Job Description	

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Payroll Coordinator - Fiscal Specialist 2

Community Colleges of Spokane

Location:CCS District Office Spokane

Department:District Employee Comp

Salary Range: \$3,728 - \$4,865



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Starting salary for this position is: \$3,728 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Colleges is comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC) serving Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

Applications will be accepted until 4:00 p.m. PST on 01/28/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

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About the Payroll Coordinator - Fiscal Specialist 2

JOB SUMMARY

Under the general direction of the Payroll and Benefits Manager, this position coordinates and performs a variety of detailed payroll transactions for the Employee Compensation Department located in the District Business Office Business Unit. The payroll functions include prepare and maintain payroll records and transactions, review and enter payroll data, analyze and report payroll data to various local and state agencies, prepare semi-monthly payroll plans, and ensure compliance with state/federal laws as well as organizational policies and procedures.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Recommend and coordinate payroll work procedures and processes, determine deadlines and maintain pay period schedules to ensure accurate processing of employee pay. *
- Input, review and audit accuracy of payroll and personnel data from source documents. Prepare and process pay adjustments as necessary, such as overpayments, manual check preparation and shared leave. Process overpayments, check cancellations and hand-drawn checks. *
- Develop, modify, and maintain multiple record-keeping systems to ensure accuracy of gross payroll, Federal Withholding Tax, Old Age Survivors Insurance, and Medicare taxes are in balance. *
- Set up and maintain complete, accurate, and up-to-date employee files, records, and reports of deductions and contributions. Verify the accuracy of employee deductions and contributions prior to final payroll processing. *
- Reconcile accounting records of payroll wages, deductions, and contributions with corresponding District/State approved payment recipients. *
- Process absence (leave) accruals for all employee types following state and collective bargaining contract regulations. *
- Process all timesheet entries and applicable deductions. Monitor and troubleshoot Time and Labor system for all time reportable staff.. *
- Process time, labor, absence, and deductions for semi-monthly payroll processing. *
- Maintain integrity of the payroll computer system. Act as liaison with the State Board of Community & Technical Colleges (SBCTC) regarding payroll processing within PeopleSoft (ctcLink) automated system. *
- Set up and maintain complete, accurate, and up-to-date employee files, records, and reports; distribute, create/modify, and maintain reports on a scheduled basis or as requested. *
- Provide consultation to employees regarding payroll processes, earnings, deductions,

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- procedures, and payroll schedules. Conduct informational meetings with new staff. *
- Coordinate or process stop payments and check cancellations with the SBCTC *
 - Model professional decorum and mutual respect in all personal interactions. *
 - Comply with organizational policies, procedures and directives, state and federal regulations, orders and statutes, and collective bargaining agreements. *
 - Support and advance the Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Two years of full-time experience at a level equivalent to Fiscal Specialist 1, and 15 quarter hours or 10 semester hours of college-level accounting, or, equivalent education/experience.
- Experience in processing payroll.
- Knowledge of payroll rules and regulations.
- Advanced knowledge or experience utilizing computerized payroll systems.
- Proficiency using Microsoft applications, including Excel, Word, Outlook, database software, internet, and online reporting.

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- Ability to provide excellent customer service to internal and external customers.
- Excellent communication skills both orally and in writing in individual and group settings.
- Ability to multi-task, establish priorities, manage workload and meet multiple deadlines in a fast-paced environment.
- Ability to maintain accuracy with attention to detail while processing large volumes of work.
- Ability to maintain confidentiality.
- Ability to work independently.
- Ability to develop controls and procedures.

DESIRED QUALIFICATIONS

- Experience with the PeopleSoft ERP system.
- Experience in higher education or government environment.
- Knowledge of Federal and Washington State payroll rules and regulations.
- Ability to run queries and reports in order to audit payroll.

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computers and exposure to terminal screens.
- Visual focus and strain.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- This position is overtime eligible.
- 6-month probation period.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of

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employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. 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. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy



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related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/payroll-coordinator-fiscal-specialist-2-spokane-washington-united-states>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Community Colleges of Spokane

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