

Payroll Specialist

Part-time (20 hours/week)

Spokane, WA

Empire Health Foundation (EHF) envisions health as a fundamental human right! EHF boldly advances health equity in Eastern WA and beyond. Every investment we make goes toward creating measurable, sustainable health improvements. We believe that health is about more than just medicine; health outcomes are influenced by external factors such as the availability of resources to meet daily needs like food and shelter, access to quality education and job training, and access to job opportunities. Our work is aimed at addressing these problems, investing in sustainable systems change that results in healthier, more vibrant communities for all.

Job Summary

EHF has an opportunity for a part-time Payroll Specialist. Do you have experience with the full cycle payroll process? Are you seeking to be a part of a team-based organizational culture, whose mission is to advance health equity in Eastern Washington, to support long-term systems change in our community? We would love to talk to you!

The Payroll Specialist will be responsible for all tasks involved in processing payroll for two entities. The Payroll Specialist has a range of duties that include preparation and distribution of payroll for all employees. As a member of the Finance Team, the Payroll Specialist will utilize collaboration and effective communication across departments and organizations, to ensure payroll processes are thorough, efficient, and effective.

Essential Job Functions

- Record employee information and payroll data in QuickBooks software system and verify amounts
- Verify timekeeping records and consult employees about any discrepancies
- Ensure deductions or withholdings from employee wages comply with federal and state laws, including WA, ID, MT, and others
- Process employee changes when necessary to process payments accurately
- Issue statements detailing earnings and deductions
- Prepare regular payroll reports and issue to various departments
- Submit regular payroll tax, 401(k) and other deposits
- Manage quarterly and annual payroll tax reporting, including forms 941, and W-2
- Manage other monthly or annual payroll tasks including month-end allocations (general journal entries) and liability reconciliations
- Maintain filing system for hard and electronic documents
- Answer employee questions and concerns regarding payroll and payroll policies, investigating and resolving discrepancies
- Provide high level of customer service to all audiences including internal and external customers
- Assist with special projects as requested



Qualifications

- Minimum of 2 - 4 years of experience processing payroll and related responsibilities
- Proficiency with Microsoft Office
- Experience with QuickBooks/Intuit desktop or enhanced payroll experience highly desirable

Experience

- Demonstrated high level of customer service
- Ability to meet required deadlines
- Excellent communication skills, both written and verbal
- High attention to detail and accuracy in work
- Ability to develop and maintain professional relationships
- Ability to work successfully in both a team environment and independently
- Adaptability in environments with changing priorities
- Excellent analytical and problem-solving skills

Please send a resume and cover letter with your salary requirements to Rebecca Johnston at rebeccaj@empirehealthfoundation.org. EHF serves a diverse community and encourages applications from qualified individuals who reflect the growing diversity that enriches Spokane and the surrounding counties.

Empire Health Foundation is an EEO employer.