



<b>Title:</b>	Payroll and Benefits Administrator
<b>Department:</b>	Human Resources
<b>Reports To:</b>	Director of Human Resources
<b>Classification:</b>	Part-time/Annual, Hourly/Non-exempt
<b>Pay Range:</b>	\$22.00 to \$24.00 per hour
<b>Work Schedule:</b>	Monday through Friday; 25 hours per week; flexible schedule
<b>Benefit Package:</b>	Full benefit package (all pro-rated for PT schedule); health benefits 100% premium paid by IslandWood (FTE); 401k, 3 weeks paid vacation (FTE)

### **Overview:**

IslandWood provides exceptional learning experiences to inspire lifelong environmental and community stewardship; our 255-acre campus is located on Bainbridge Island. The Payroll and Benefits Administrator processes and coordinates all payroll and employee benefits for a staff of 100+, maintains employee records, ensures compliance with State and Federal laws and provides education and support to staff.

### **Responsibilities:**

- Holds ownership of the payroll process, including maintenance of Paycom cloud database, change control, and coordination with the IslandWood accounting team
- Ensures timely and accurate delivery of all tax and Affordable Care Act processing
- Reconciles payroll to amounts paid/withheld to insurers for dependents
- Processes 401k, HSA, and FSA contributions and deferrals
- Maintains the IslandWood benefit package including employee training/orientation, enrollment, changes, and reconciles invoices for accuracy
- Ensures up-to-date benefits enrollment, accuracy of data, and timely reporting
- Administers and manages COBRA benefits
- Files annual compliance reports; EEO-1, 5500
- Manages Open Enrollment process and Annual Flu Clinic for staff
- Implements any changes to annual insurance renewals at open enrollment
- Performs background checks
- Performs other related duties as required or assigned

### **Required Qualifications:**

- Minimum 2 years HR Generalist experience and/or payroll and benefit administration
- Familiarity with FLSA, Washington State labor laws, ESD and WSDOL; desired
- Ability to maintain confidentiality of sensitive information
- Ability to use good judgment, take initiative, and make recommendations for resolving problems
- Computer proficiency with MS Office suite; particularly strong Excel skills; experience with Paycom highly desired
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood

**Required Qualifications: (continued)**

- Commitment to support IslandWood’s work towards equity, diversity and inclusion in the workplace.
- Experience in engaging with diverse communities
- Must be able to comply with and maintain a drug-free work environment
- Must pass child safety screening procedure; post-offer

**Application Requirements:**

Please submit a cover letter, resume and 3 current references to: [employment@islandwood.org](mailto:employment@islandwood.org) and please clearly note “Payroll and Benefits Administrator” in the email subject line.

Or, complete and submit an [Application for Employment](#) to: IslandWood  
Search for Payroll and Benefits Admin.  
4450 Blakely Avenue NE  
Bainbridge Island, WA 98110.

Position Posted: 13 March 2019  
Application Deadline: Open until filled  
Start Date: April/May 2019

*IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.*