**Job Title**  
Human Resources Specialist / Payroll Coordinator

**Classification**  
Exempt (Salary)

**Department**  
Human Resources

**Hours Per Week**  
Full-time

**Salary**  
Commensurate with experience

**Available**  
Immediately

**Position Summary**  
Under general supervision, oversees the planning, coordinating, and managing of payroll function. Responsible for developing and monitoring all tasks necessary to accomplish payroll objectives while ensuring compliance with all laws governing payroll. Works with Associate Director in managing benefits, leaves of absence, and assists Director with various aspects of human resources operations.

**Qualifications**

- **Education:** Bachelor’s degree in Accounting/Business/Human Resources or equivalent experience.
- **Experience/Skills**
  - **Years of experience:** 1-3 years of experience in Accounting and Human Resources, 3-5 years preferred.
  - Proficiency with Microsoft Office (Outlook, Word, and Excel). Familiarity with website development application(s), Typo3, TimeClock Plus and PeopleSoft database is preferred.

**Job Description**  
For detailed job description, [click here](#).

**Apply**

- **Apply For This Position**  
  (External Applicants)

  *Please also submit a cover letter and resume along with the employment application. Within the employment application, an option is provided giving the ability to upload your cover letter and resume.*

- **Apply for This Position**  
  (Internal Applicants, Current employees, not Students)

  *Please also submit a cover letter and resume along with the employment application. Within the employment application, an option is provided giving the ability to upload your cover letter and resume.*

**Questions**  
Human Resources: 509-527-2820 or email: employment@wallawalla.edu