



## JOB ANNOUNCEMENT

**JOB TITLE:** Senior Payroll/Benefits Coordinator  
**DEPARTMENT:** Accounting  
**SUPERVISOR:** Finance Director  
**HOURS & CLASSIFICATION:** Full time, salary/exempt  
**PAY RANGE:** \$74,500 - \$80,500, depends on qualifications  
**FILING DEADLINE:** Open until filled

### **GENERAL DESCRIPTION (summary may not include all duties):**

Under the direction of the Finance Director, the Payroll/Benefits Coordinator will manage payroll and benefits programs for the employees of the Upper Skagit Tribe's Government Operations. The Payroll/Benefits Coordinator will be responsible for processing payroll for approximately 110 employees from multiple Federal and State fund sources; maintaining strict timelines and accuracy; processing payroll deductions, benefit premium payments, and employee enrollment in benefit programs; answering employee questions about payroll and benefits; resolving discrepancies and maintaining excellent records.

### **APPLICATION INSTRUCTIONS:**

Please submit letter of interest, resume, and tribal employment application to [hr@upperskagit.com](mailto:hr@upperskagit.com) with the subject line "**Payroll/Benefits Coordinator**", or mail "Attn: HR Recruiter" at Upper Skagit Indian Tribe, 25944 Community Plaza Way, Sedro-Woolley, WA 98284, or hand-deliver to reception at the above address, Monday-Friday, 8 am – 4:30 pm. Applications can be downloaded from the Tribe's website: <https://upperskagittribe-nsn.gov/content/Employment-Application-USIT-fillable.pdf>.

**Applicant must meet minimum qualifications to be considered.**

### **MINIMUM QUALIFICATIONS:**

1. Must have bachelor's degree in finance, accounting or a related field and at least three (3) years of comparable work experience or an associate's degree and at least seven (7) years of experience.
2. Must have good working knowledge of Federal and State fund requirements for employee payroll and ERISA employee benefit requirements.
3. Must be knowledgeable about Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS)
4. Must have at least five (5) years experience managing multi-fund payroll and benefits programs.
5. Must be familiar with AccuFund or other governmental fund accounting software systems.

### **OTHER QUALIFICATIONS:**

1. Must be able to communicate information verbally and in written form in a clear, concise, accurate and professional manner.

2. Must be able to successfully resolve conflicts in the conduct of work activities with coworkers and stakeholders.
3. Must have a valid unrestricted Washington State Driver's License and be insurable under the Tribe's motor vehicle insurance policy.
4. Must be able to maintain confidentiality of information and be willing to sign a confidentiality/non-disclosure agreement.
5. Must pass a background check including a criminal background check.
6. Must pass a pre-employment drug test and comply with the Tribe's Substance Abuse Policy including random drug screening.

**The Upper Skagit Indian Tribe has the right to change this description at any time. This position is subject to the Preference Policy of the Upper Skagit Indian Tribe. The statements contained herein provided general details as necessary to describe the principal function of the job, the level of knowledge, and skill typically required, and the scope of responsibility. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in functional equivalent areas to cover absences or relief, to equalize peak work periods, or otherwise balance the work load. This is an at-will position.**