



EMPLOYMENT OPPORTUNITY

Date: November 2022

Open until filled

If you have questions regarding this position please contact Debbie Whitehead debbiew@multnomah.edu, 503.251.5346

Job Title: Manager of Payroll and Accounting

Reports To: Controller

Mission: Provide necessary expertise in the area of payroll and accounting representing the University in a positive and Christ honoring manner

Manager of Payroll and Accounting

Objective: Initiate and process the information required for payroll with efficiency and accuracy

- Ensure each employee is properly setup in Paycor
- Collect and enter all pay data and benefit changes for employees
- Monitor accruals for accuracy
- Review payroll for accuracy and correct any errors
- Handle distribution of checks
- Analyze all payroll bills against current employee benefits and initiate payments
- Notify employees regarding 403b eligibility
- Familiarity with all employee benefits, COBRA and ACA regulations
- Keep up-to-date with current tax laws and regulations
- Review quarterly and annual report filings and tax payments
- Manage all payroll documentation and files
- Communicate regularly with Controller
- Demonstrated ability to pay attention to detailed work.
- Confidentiality.
- Demonstrated computer skills, involving program manipulation, report generation and analysis.
- Intermediate Excel skills.

Communication Skills and Work Habits:

Objective: Maintain a Christ-like testimony in all aspects of the job.

- Communicate with all departments in a Christ honoring and congenial manner
- Answer routine questions for on-going issues using sound judgment and discretion
- Maintain records in an efficient and effective manner
- Ability to handle several tasks at one time
- Ability to work effectively in spite of interruptions
- Demonstrate mature work habits – utilizing work time effectively and efficiently

Qualifications:

- 4+ years of bookkeeping and payroll
- Payroll quarterly filing experience
- Full charge bookkeeping, preferably non-profit experience

Job-specific Requirements:

- Demonstrated ability to pay attention to detailed work.
- Confidentiality.
- Demonstrated computer skills, involving program manipulation, report generation and analysis.
- Intermediate Excel skills.

General Employment Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, the job descriptions for all employment positions at Multnomah University contain the following relating to required personal qualities:

- The employee will have received Jesus Christ as his/her personal Savior, John 1:12.
- The employee will be in basic agreement with the institution's doctrinal statement.
- The employee will believe that the Bible is God's Word and standard for faith and daily living, 2 Timothy 3:16,17
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for morality and sexual conduct, 1 Timothy 4:12; Luke 6:40; Col. 3:17; Titus 2:7-8; 1 Thessalonians 2:10 and 5:22.
- The employee will be a regular participant in a local, evangelical church.

**This is a full-time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment.
A generous Employee Tuition Grant is available after 1 year of employment.**

To Apply: [Click Here for Online Application](#)

If you have questions regarding this position please contact Windee Klinger, windeeklinger@multnomah.edu 503.251.6594