



Payroll & Compliance Specialist

Full Job Description

George Fox University's Office of People & Culture (Human Resources Department) is looking for a highly motivated individual to serve as Payroll & Compliance Specialist.

About the Job:

In a fast-paced, multi-state organization, the Payroll & Compliance Specialist is responsible for payroll processing for the organization. The successful candidate will have incredible attention to detail and organizational skills, while being articulate, technically strong, dynamic, and driven. The ideal candidate has a passion for the employee experience and a desire to learn. Are you ready to be known?

Job Responsibilities Include, but Are Not Limited To:

- Payroll (60%)
 - Following established standard operating procedures (SOPs), processing payroll accurately and on time, ensuring that employees are paid on schedule, including monthly, bi-weekly, and off-cycle payrolls for the University. Ensuring accurate and current data is used: collecting, calculating, and entering data for payroll processing based on hours worked and any other relevant information.
 - Generating various payroll reports, such as year-end tax forms, and ensuring that they are accurate and timely.
 - Providing professional, prompt, and accurate payroll communications. Responding to payroll email inquiries and payroll questions in various inboxes.
 - Assisting with producing account balance and payroll reconciliations.
 - Testing payroll system updates to ensure that accurate payroll information is maintained.
- Record Keeping & Compliance (20%)
 - Maintaining accurate and compliant employment records: data entry, paperwork processing and filing (W-4, Direct Deposit, etc.) into systems, according to established procedures.
 - Maintaining accurate payroll records including employee hours worked, leave taken, and deductions made.
 - Ensuring compliance with legal requirements: all payroll-related taxes, such as federal and state income tax, social security, and medicare taxes, are withheld and paid in accordance with legal requirements.
- Office Support & Customer Service (20%)
 - Responding professionally and promptly to various requests, including processing employee paperwork, verifications of employment, income verifications, public service loan forgiveness (PSLF) applications, and stale dated check follow ups.
 - Delivering the "Be Known" promise by effectively responding to employee payroll inquiries such as pay, deductions, and taxes, in a timely manner.

- Ordering office supplies.
- Processing department requisitions, bills and purchasing.
- Other duties as assigned
 - Attending meetings.
 - Working effectively with other departments.
 - Providing off cycle backup as needed.
- Communicating effectively and courteously with others, including employees, students, and the public, in a spirit of teamwork, respect and customer service.
- By actions, words, and lifestyle, be a Christian role model to students, whether through casual contact or in a formal supervisory role.
- Demonstrated experience working cross culturally with respect, appreciation and humility.

A Day in the Life of This Position:

The position is interfacing regularly with colleagues day to day to ensure employees receive accurate and timely pay for their work at the University. Daily tasks can vary or be repetitive, depending on where in the payroll cycle we are. The HR/Payroll team is highly collaborative and works to address issues and solve problems together as they arise. We work hard and we have fun.

We're Looking for Candidates Who Have:

- Working knowledge of basic accounting principles, payroll practices and payroll software (PeopleSoft experience strongly desired).
- The ability to learn and apply employment laws and regulations.
- Demonstrated strong attention to detail, organizational and analytical skills in a business setting.
- Excellent communication and interpersonal skills.
- The ability to maintain confidentiality, display discretion and protect the privacy of information.
- High motivation, ability to be autonomous and proactive with a genuine interest in employee experience.
- The ability to work through complex problems in cooperation with others.
- A demonstrated professional attitude and excellent customer service skills.
- Legal authorization to work in the United States. *This position does not offer visa sponsorship; therefore, only applicants who do not require sponsorship for employment visas, now or at any point in the future, should apply.*
- A commitment to the University's [Theology of Racial and Ethnic Diversity](#).
- A desire to work with a diverse community of students and employees who represent various cultures, backgrounds, abilities, ethnicities, political views, and expressions of Christian faith.
- A personal commitment to Jesus Christ and express their Christian testimony in a church. In addition, employees agree to live in agreement with the Community Lifestyle Statement and affirm the theological commitments expressed in the Statement of Faith.

Job Information:

- Hours Per Week: 40 hours per week, 12 months of the year (1.0 FTE)
- Primary Work Location: Newberg Campus
- Working Conditions: Physical requirements are those of a normal office environment.

George Fox University has been transforming student's lives for over 125 years. We are a Christ-centered community that prepares students spiritually, academically, and professionally to think with clarity, act with integrity, and serve with passion. Our vision is to be the Christian university of choice known for empowering students to achieve exceptional life outcomes. We put students first, with Christ at the center of our work, embracing change in order to improve. We are looking for enthusiastic candidates to join us in creating transformational experiences for our students.

Being a part of our community means a commitment to faith and to a lifestyle that is consistent with the university's mission as described in the [Statement of Faith](#) and [Community Lifestyle Statement](#) on our website.

As a Christ-centered community, George Fox University is an institution that values [diversity](#) as an essential dimension of God's design for human communities. In seeking to become a more inclusive community, we especially encourage applications from women and candidates from racial and ethnic backgrounds that are underrepresented in our community.

What is most appealing about working at George Fox University?

- Faith-friendly: Our culture is unique for higher education. At George Fox you can pursue academic excellence while integrating scriptures, praying with staff members and students at work, and helping to make an impact on the world in a way that promotes Christian values.
- Unapologetically Christian: As a university, we have an enduring commitment to Christ, his kingdom and the truth of God's Word.
- Live out your calling: You are able to use your God-given talents and abilities while having a profound influence on students as they deepen their relationship with Jesus Christ.
- Equip students for kingdom work: You can be a part of helping students discover their callings, at which they will be able to glorify the kingdom of God just as they have seen you do.

For your personal well-being we offer:

- A strong Christian vision and mission-led organization with opportunities for your growth and contributions.
- Wonderful Christian peers and a vibrant student population.
- A beautiful, peaceful campus environment with areas to walk and coffee shops and restaurants close by.
- Free Fitness Center membership.
- Free parking.
- Rich employee benefit package.

[Equal Employment Opportunity Policy](#)

The university is an equal-opportunity employer. Every employee has the right to work in surroundings free from all forms of unlawful discrimination. It is our policy to make decisions about applicants and employees without regard to sex, age, race, color, marital status, national origin, disability, veteran status, or any other status to the extent prohibited by applicable local, state, or federal law. This prohibition applies not only to the

recruiting and hiring process but to all facets of the employment relationship, including promotion, pay, training, classification, performance reviews, discipline, and termination.

George Fox is owned by the Northwest Yearly Meeting of Friends Church and its mission is distinctly Christian. Employees are required to agree with and abide by the university's faith statement and its statement of community responsibilities. Within the context of this agreement and commitment, employment opportunities are otherwise available to all persons on the basis of their experience and skills.

In the recruiting process, the university may make special effort to solicit applicants from underrepresented groups. This is done as an affirmative step to increase the representation of these populations in the university's workforce to better match their availability in the labor market. Hiring decisions are based on the applicants' qualifications as they relate to the needs of the position.