

Payroll Technician and Administrative Assistant I

Northwest Educational Service District 189
(NWESD)

[1601 R Avenue](#)
[Anacortes, WA 98221](#)



Position Summary

The Payroll Technician assists the Payroll/Personnel Administrator in processing the monthly NWESD payroll, maintaining employee payroll files, mandatory and permissive benefits, federal and state reports on payroll data, and ensuring compliance with state and federal laws related to payroll issues. This includes the interpretation and implementation of agency policies and procedures.

The Administrative Assistant I performs a variety of administrative support duties for Payroll/Personnel Department which require a range of skills and knowledge of organizational policies and procedures.

Qualifications

High school graduate or equivalent, an AA Degree in Accounting or related field, and a minimum of three years of progressively responsible experience in payroll processing and employee benefits administration, preferably in the educational environment. An equivalent combination of education and experience may be substituted which provides the skills, knowledge and abilities to perform the essential functions of the position.

Employment Conditions and Benefits

This is a full-time position, 260 days/year. Benefit package includes medical, vision and dental insurance, life insurance, long term disability, paid sick leave, and enrollment with the Washington State Department of Retirement Systems.

How to Apply

Submit a complete application at nwesd.org/jobs. Applications for this position must include:

- Letter of Interest
- Resume

APPLY NOW



Questions?

Contact us by email at jobs@nwesd.org or by phone at (360)299-4057