



Payroll Technician

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| Recruitment #: | S2617 |
| Review Date: | Immediate review Open until filled |
| Department: | Human Resources/Payroll |
| Salary Rate: | \$19.36 - \$28.75 [Salary Steps] |

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is a Hispanic Serving institution, with over 40% of undergraduates being students of color.

Position Summary:

The PAYROLL TECHNICIAN has principal responsibility for preparing all aspects of the payroll of an agency and providing payroll related services by compiling payroll data from timecards or time sheets, coding, and balancing payroll system input forms, verifying, and reconciling benefit enrollments and payroll records, distributing paychecks, and answering payroll related questions for employees and supervisors.

This position is a limited-duration appointment through June 2027, contingent upon available funding.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications: Please ensure your application materials clearly demonstrate how you meet the following:

- High School Diploma or equivalent (GED)
- Experience reviewing and calculating timecards, overtime, holiday pay, shift differentials, salary adjustments, leave balances, deductions, and retroactive pay corrections. *(1–2 years)*
- Experience entering payroll data into HRIS or ERP systems (Banner preferred), generating payroll reports, and verifying data accuracy and integrity. *(1–2 years)*
- Experience processing payroll deductions, including direct deposit transactions, benefits, insurance premiums, union dues, and other voluntary deductions. *(1–2 years)*
- Experience administering wage garnishments in compliance with applicable state and federal regulations. *(1–2 years)*
- Experience responding to payroll-related inquiries from employees and supervisors while maintaining confidentiality and accuracy. *(1–2 years)*
- Familiarity with public-sector accountability standards, state reporting requirements, and working in unionized environments. *(Preferred – 6–12 months)*
- Attention to Detail – Ability to review and process payroll information accurately while identifying discrepancies.
- Discretion and Confidentiality – Maintains strict confidentiality when handling sensitive employee and payroll information.

- Customer Service Orientation – Provides responsive, professional assistance to employees and supervisors regarding payroll matters.
- Clear Written and Verbal Communication – Effectively communicates payroll processes, policies, and resolutions.
- Time Management and Reliability – Manages deadlines and payroll cycles while maintaining consistent accuracy and dependability.
- Strong Problem-Solving Skills – Identifies issues, analyzes payroll discrepancies, and implements appropriate solutions.
- Adaptability – Adjusts to changing priorities, policies, and system updates in a fast-paced environment.
- Collaboration – Works effectively with departments to ensure accurate payroll processing.
- Integrity and Accountability – Demonstrates ethical judgment and takes responsibility for the accuracy of payroll work.
- Patience – Maintains professionalism and patience when assisting employees with questions or concerns.

How to Apply: Please upload the following required materials within the application portal.

Applications missing any of the required documents will not move forward for consideration. Please include **only** the materials listed below:

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that outlines how your experience aligns with the required qualifications listed
3. Resume
4. References: Reference Check form is [available here](#)

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Desiree Noah at noahd@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the status of this search, we encourage you to regularly visit our careers page at wou.edu/hr/employment/jobs/. Due to the high volume of applications we receive, we are unable to provide individual updates regarding the status of each application. We appreciate your understanding and sincerely apologize for any inconvenience this may cause. Thank you for your interest in employment at Western Oregon University.