



CITY OF West Linn

Payroll and Benefit Administrator Human Resources

\$4035 - \$5434/month DOQ. This is a full-time (40 hrs/wk), benefitted position. This position is not represented, and is subject to an employment agreement.

The City is seeking an exceptional Payroll and Benefit Administrator. As part of the confidential Human Resources team, this position reports directly to the Human Resources Director or designee. This confidential position performs a variety of complex payroll and human resources functions. This position is responsible for producing timely and accurate payroll checks; paying and reconciling taxes; monitoring employee leave banks, FMLA/OFLA; managing workers comp claims; reconciling employee benefits; applying and enforcing applicable tax laws and rulings with regard to employee compensation, including benefits program.

The successful candidate will have an Associate's degree in accounting or related field from an accredited college or university and a minimum four (4) years experience relative to accounting practices and procedures including payroll. Work experience in the public sector as a CPP or PHR is also preferred. Any satisfactory equivalent combination of education, experience, and training which ensures the ability to perform the work may substitute for the above.

Qualified applicants must submit a completed City of West Linn employment application, resume and letter of interest to the Department of Human Resources at West Linn City Hall by April 22, 2013 at 4:00 p.m. Application packets are available at <http://westlinnoregon.gov>, West Linn City Hall, 22500 Salamo Road, West Linn, OR 97068; or by calling (503) 657-0331. EEO.