



Job Title: Payroll Specialist  
Location: Men's Shelter, Spokane  
Status: Full-time

#### Responsibilities

- Monitor employee hours and manage a bi-weekly payroll
- Reconcile payroll deduction worksheets for the accounting department each pay period
- Pay quarterly and monthly taxes and complete federally-mandated reports
- Support the HR Specialist with database management in the onboarding process of new employees
- Monitor employee benefits and eligibility dates
- Ensure staff receive new benefits summary and are informed of important changes in benefits
- Implement employee-wellness program and coordinate periodic events to educate and encourage health and a balanced life
- Manage Payroll Benefits Summary Workbook with the most current employee data
- Audit insurance deductions monthly
- Implement new wage rates and health and dental insurance deductions in payroll database
- Manage employee files with the most current data while observing records retention standards for termed employees

#### Required Qualifications

- Bachelor's Degree in Human Resources, Business Administration or related field
- 3 years of experience in a related field, or combination of education and experience
- Proficiency in Word, Excel and Outlook, including ability to complete documents, create complex formulas, build tables and accurately record information
- Excellent written, verbal and instructional communication skills.

Hiring Range: \$19.70-\$23.64

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION  
[HumanResources@uniongospelmission.org](mailto:HumanResources@uniongospelmission.org)  
Human Resources, 1224 E Trent Ave., Spokane, WA 99202  
Fax: 509-535-0315  
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