

Columbia Basin Hydropower has an opening for a regular full-time accounting/payroll specialist & payroll benefits administrator person. Primary work location is in Ephrata, Washington. Successful candidate will work a five (5) eight (8) or a four (4) ten (10) hour day schedule. Competitive benefit package includes WA PERS Retirement and family health insurance. Starting hourly rate is dependent upon qualifications. Must have valid Washington driver's license. Interested applicants should send resume outlining qualifications and list of three references to 107 D Street NW, Ephrata, WA 98823 or e-mail to info@cbhydropower.org by **March 3, 2025**.

Job Description: Accounting/Payroll Specialist & Payroll Benefits Administrator

Location: Ephrata, WA

Reports To: Treasurer

Revision Date: February 3, 2025

Employment Type: Full-Time

Position Overview

Columbia Basin Hydropower is hiring an **Accounting Specialist** to perform key finance functions, including **payroll administration, benefits processing, accounts payable (AP), and project-based accounting**. This role ensures **accurate financial tracking, compliance with Washington State payroll laws, and adherence to internal financial policies**. The **ideal candidate** will have experience in **payroll processing, retirement contributions, benefits administration, and regulatory compliance**, particularly in a **government or utility setting**.

Essential Functions

Essential functions, as defined under the **Americans with Disabilities Act (ADA)**, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Payroll & Benefits Administration

- **Process and manage biweekly payroll**, ensuring compliance with **federal, state, and local wage laws, RCWs, and collective bargaining agreements**.
- Maintain and update **payroll records, direct deposits, tax withholdings, deductions, and garnishments**.
- **Administer employee benefits**, including **healthcare, VEBA, PERS, DCP, life insurance, and disability programs**.
- **Process payroll-related tax filings and reporting**, including **941s, W-2s, W-3s, state employment security, and labor & industries (L&I) compliance**.
- Conduct **payroll audits** to ensure **accuracy and compliance with company policies**.
- **Reconcile payroll liabilities** related to **retirement plans, benefits deductions, and employer contributions**.
- **Resolve payroll discrepancies**, including wage adjustments, leave accruals, and employee payroll inquiries.
- Assist with **open enrollment, new hire benefits orientation, and employee life event changes**.

Accounts Payable (AP) & Financial Processing

- **Process weekly AP transactions**, ensuring proper approvals, coding, and policy compliance.
- Conduct **bank reconciliations**, verify payment accuracy, and resolve vendor discrepancies.
- Maintain **detailed documentation of AP activities**, ensuring timely and accurate vendor payments.
- Assist with **financial reporting, year-end close, and external audit preparation**.

Project-Based Accounting & Cost Tracking

- Maintain **accurate financial records for infrastructure modernization and capital projects**.
- Track and allocate **expenses related to capital projects and operational budgets**.
- Support **grant and contract compliance**, ensuring proper financial reporting.
- Work closely with **engineers, contractors, and financial staff** to ensure **accurate accounting for capital investments**.

Miscellaneous

- Other Duties as assigned. This position may be assigned special tasks or duties on occasion

Compliance & Internal Controls

- Maintain and enforce **internal control procedures** to ensure **audit readiness**.
- Ensure compliance with **GAAP, public sector accounting standards, and RCWs**.
- Support regulatory **filings, external audits, and financial compliance reviews**.
- Assist in **financial policy development and procedural improvements** to streamline accounting operations.

General Responsibilities

- Serve as a **subject matter expert** in **payroll processing, benefits administration, and AP**.
- Work with HR to ensure compliance with **employment laws, labor contracts, and payroll regulations**.
- Generate **ad-hoc reports and financial statements** for management review.
- Maintain confidentiality and integrity when handling sensitive payroll and HR-related data.

Safety & Compliance

- Understand and adhere to **all compliance requirements** related to financial and office functions.

Required Qualifications

- **Associate's degree (AA/AAS) in Accounting, Finance, or a related field** preferred.
- **5+ years of experience** in **payroll processing, AP, benefits administration, and financial reconciliations**.
- Knowledge of **Washington State payroll laws, RCWs, labor agreements, and tax regulations**.
- Experience in **utility, or government accounting** is **highly preferred**.
- Strong proficiency in **QuickBooks Desktop, payroll software, and Microsoft Excel**.

- Ability to **analyze payroll discrepancies, process tax filings, and ensure accurate benefits administration.**
 - Excellent **organizational, problem-solving, and communication skills.**
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Compensation & Benefits

- **Salary Range:** \$70,000 - \$91,000 per year (DOE).
 - **Comprehensive Benefits Package:**
 - **Medical, dental, vision, and prescription drug coverage.**
 - **Life and AD&D insurance** (paid basic coverage with additional options).
 - **Short-term disability insurance.**
 - **Paid Time Off (PTO):** Includes **vacation, sick leave, and 11 paid holidays.**
 - **Retirement Benefits:** Enrollment in **Washington State PERS**, with **DCP employer matching contributions.**
 - **Voluntary Employees' Beneficiary Association (VEBA)** for healthcare cost management.
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Physical Requirements

- Work is performed in a **standard office environment.**
- Must be able to **sit for extended periods, perform repetitive tasks such as data entry, and occasionally lift up to 20 pounds.**