



**CURRENT OPENING  
VANCOUVER, WA**

<b>Job Title:</b>	Payroll Administrator	<b>FLSA:</b>	Non-Exempt
<b>Job Locations:</b>	Vancouver, WA	<b>Travel:</b>	5%
<b>Reports to:</b>	Corporate HR Manager	<b>Dept:</b>	Payroll/HR

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Northwest Pipe Company (NASDAQ: NWPX) is a North American leader in the manufacturing of welded steel pipe and tube. With over 50 years in the business, we provide the highest quality products, at competitive prices, with top-notch support. Becoming part of the Northwest Pipe team means embracing and demonstrating our core values, which include: Accountability, Commitment and Teamwork. Employee safety, customer satisfaction and manufacturing quality products are our highest priorities.

NWP is looking for dynamic, energetic and career minded people who can make a difference and will immediately contribute to an organization positioned for growth. **We currently have an opening for a Payroll Administrator at our Vancouver, Washington corporate office.**

**SUMMARY OF JOB PURPOSE:**

The primary purpose and function of the Payroll Administrator is to ensure the accurate processing and recording of the Company's payroll as well as other responsibilities as directed by the supervisor.

**ESSENTIAL FUNCTIONS AND MAJOR RESPONSIBILITIES:**

- Process new hires, terminations, rate changes and all other types of payroll status changes.
- Audit uploads of time and attendance reporting.
- Prepare, analyze and process weekly hourly payroll and semi-monthly salary payroll for assigned locations.
- Process wage garnishments and employment verifications.
- Coordinate 401(k) contribution and match reporting to plan administrator.
- Employee payroll file maintenance, including filing and auditing to ensure all payroll files are stored properly.
- Process monthly journal entries, prepare account reconciliations and provide reports to support the Finance department.
- Oversee year-end reporting and processing to ensure the accuracy of W-2s.

**SECONDARY RESPONSIBILITIES:**

- Sort incoming payroll related mail and verify vendor invoices for accuracy of charges. Assist in answering payroll related questions from employees and/or Human Resources representatives.
- Maintain and update reports.
- Assist with annual workers compensation, 401(k) plan and financial statement audits.
- Additional projects and ad hoc reports as required.

**JOB SCOPE:**

- This position serves as an internal consultant and subject matter expert with regard to the payroll function.

**SUPERVISORY RESPONSIBILITIES:**

- May serve in a lead role, but does not have direct supervision responsibilities.

## **INTERPERSONAL CONTACTS:**

- This position will interact with Human Resources team members both at the Corporate office and at facilities on a daily basis. The position will also interact with other internal customers requiring reporting information related to the payroll function, as well as assisting employees with questions specific to their own payroll on an as needed basis. The position also serves as the primary liaison with the Company's third party payroll processor.

## **KNOWLEDGE, SKILLS, ABILITIES:**

- To perform the duties and responsibilities of this position successfully, individuals must be able to perform each essential duty satisfactorily, be professional and confidential when handling sensitive information, possess the ability to effectively work with varying management styles, and have intermediate skills working with computers and software packages such as, ADP WorkForce Now, Kronos, Microsoft Word and Excel.

## **EDUCATION/EXPERIENCE:**

- High School diploma or GED Equivalent.
- Three to five years professional office experience processing payroll for mid-size company with multiple State locations.
- Experience with ADP and Kronos preferred.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

- Ability to work at a computer for long periods of time.
- Project timelines and work volume / deadlines may often require more than 40 hours per week to complete essential duties of this job.
- Ability to work evenings and weekends as necessary.
- Must have mental processes for reasoning, remembering, mathematics and language ability (reading, writing, and speaking the English language) to perform the duties proficiently.
- Ability to carry out instructions furnished in written, oral, or diagram form and to solve problems involving several variables.
- Ability to stand, walk, stoop, kneel, crouch, and climb as well as manipulate (lift, carry, move) up to 50 pounds.
- Requires good hand-eye coordination, arm-hand-finger dexterity with the ability to grasp, and visual acuity to use a keyboard and operate necessary equipment.
- The noise level in the work environment is normally moderate.

## **HOW TO APPLY:**

If you are interested in and qualified for this position, please send your resume to [careers@nwpipe.com](mailto:careers@nwpipe.com).

*Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test.*

***Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.***