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.

**JOB SUMMARY:**
The primary purpose and function of the Payroll Administrator is to ensure the accurate processing and recording of the Company’s hourly payroll as well as other responsibilities as directed by the supervisor. The Payroll Administrator receives supervision from the Corporate HRIS Manager.

**PRIMARY RESPONSIBILITIES:**
- Prepare, analyze and process weekly hourly payroll to include entering payroll data into Kronos Workforce Dimensions (WFD) and reviewing data provided by the system via the HCM module in WFD to ensure completeness and accuracy.
- Process new hires, terminations, rate changes and all other types of payroll status changes.
- Audit uploads of time reporting.
- Provide excellent customer service and support to the broader HR team, and employees, with respect to questions on payroll related matters.
- Process wage garnishments and employment verifications.
- Perform internal controls related to validation of the completeness and accuracy of processed payrolls.
- 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.

**SECONDARY RESPONSIBILITIES:**
- Serve as backup for processing of semi-monthly salary payroll and Mexico payroll.
- 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.

**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.
KNOWLEDGE, SKILLS, ABILITIES:
To perform the duties and responsibilities of this position successfully, individuals must:

- Have a general understanding of basic payroll principles and practices.
- Be professional and confidential when handling sensitive information.
- Possess the ability to effectively work with varying management styles both in person and via remote communications.
- Communicate clearly and concisely both orally and in writing with tact and sensitivity.
- Able to enter data and process payroll with accuracy and attention to detail.
- Have intermediate skills working with computers and software packages such as Kronos, Outlook, Word and Excel.

EDUCATION / EXPERIENCE
- High School diploma or GED Equivalent.
- One to three years of experience processing payroll for a mid-sized company.
- Experience with multi-state jurisdictions preferred (California in particular).
- Experience with Kronos preferred.

PHYSICAL DEMANDS/WORK ENVIRONMENT:
Project timelines and work volume / deadlines may often require working outside of standard office hours weekend or evening work. Regular, reliable and predictable attendance is necessary in order to perform the essential functions of this position.

Physical Activity
Over 2/3 of the time
- Standing/Sit: Remaining upright in a stationary position, particularly for sustained periods.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling to complete computer work.

Up to 2/3 of the time:
- Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- Communicating: Expressing or exchanging ideas and information accurately, in written or diagram form.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.

Less than 1/3 of the time:
- Reaching: Grabbing things from a distance above or from the side.

Physical Requirements
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly lifting, carrying, pushing, pulling or otherwise moving objects, including the human body.
Visual Acuity

- The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and visual inspection involving small defects at distances close to the eyes.
- For over 2/3 of the amount of time, the worker is required to have close vision (clear vision at 20 inches or less).
- For less than 1/3 of the amount of time, the worker is required to have color vision (ability to identify and distinguish colors).

Weather Conditions

- The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work)

Noise Levels

Over 2/3 of the time

- Quiet conditions (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Project timelines and work volume / deadlines may often require working outside of standard office hours, weekend or evening work, and travel outside to field locations to complete essential duties of this job.
- Regular, reliable and predictable attendance is necessary in order to perform the essential functions of this position.

HOW TO APPLY: If you are interested in and qualified for this position, please click on the link below:
https://prd01-hcm01.prd.mykronos.com/ta/6079263.careers?ApplyToJob=1812223010

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 and background check.

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

*Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.