

Long Version:

PAYROLL CLERK

Sunnyside Valley Irrigation District has an opening for one full-time payroll clerk. The Payroll Clerk is under direct supervision of the Office Manager and will be responsible for varied and complex clerical work involving the exercise of independent judgment pertaining to Bargaining and Non-Bargaining Agreement employees.

Characteristic Duties and Responsibilities –

1. Wait on customers at the counter, collect assessments, give out approved information, answer routine questions.
2. Assist with telephone calls, dispatching calls, relay approved information, answer routine questions, otherwise direct the call to the proper person.
3. Operate office machines as required, including but not limited to, computers, calculators, printers, scanners, shredder, phones, postage meter, laminator, folding sealer.
4. Maintain payroll records, digital and physical, including historical.
5. Responsible for all phases of payroll, from timecards through drawing of pay checks. This includes all related reports and employee verification.
6. Prepare annual 1095s and W2s.
7. Prepare and file quarterly reports.
8. Prepare assessment roll and bills, including input of correction data to computer, balancing of roll, physical preparation, and mailing of bills.
9. Assist in preparing bulk mailings.
10. Assist with posting paid assessments and preparing the bank deposit. This includes the accurate maintenance of the office cash drawer.
11. Handle cash and other valuables.
12. Assist with maintaining the small works rosters.
13. Assist with annual audit requests from various agencies including but not limited to SAO, DRS, and L&I.
14. Assist with various daily errands.
15. Assist with processing Labor and Industries accident reports and claims.
16. Crosstraining will be provided on peer staff responsibilities to allow assistance, as necessary, with accounts payable, accounts receivable, records requests, and financial reports.
17. Perform related duties as assigned.

Benefits and Compensation –

1. Starting wage ranges from \$27.00 to \$28.50 per hour.
2. Medical and Prescription Drug coverage becomes effective on the first day of the second month following eligibility.
3. Dental and Vision coverage becomes effective on the first day of the second month following six consecutive months of eligibility.
4. Retirement is offered through the Washington State Department of Retirement Services under PERS plans 2 or 3.
5. Paid Holidays include New Years, MLK, Presidents, Memorial, Independence, Labor, Veterans, Thanksgiving and the Day After, Christmas Eve, and Christmas.
6. Sick Leave and Annual Leave begin accruing at start date.

Interest parties should submit an application, resume, and letter of interest to the Sunnyside Valley Irrigation District, Attn: Nikki Musson, PO Box 239, Sunnyside, WA 98944 no later than 1:30pm on March 27th, 2026. Applications can also be emailed to MussonN@svid.org, delivered to 120 S. 11th Street, Sunnyside, or submitted online at svid.org.