



Open until filled  
First Review December 7, 2021

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## Skagit Transit is hiring a **Payroll Specialist**

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Skagit Transit is the municipal agency that provides public transportation for people who live and work in Skagit County and surrounding communities. Services include bus routes, paratransit, vanpools, and active community partnerships. ***Our mission is to enhance the quality of life in our service area by excelling in the efficient and effective provision of safe and reliable, and attractive public transportation services by courteous and professional employees.*** Please visit our website at [www.skagittransit.org](http://www.skagittransit.org) for more information.

### **Duties and Responsibilities**

Responsibilities include but not limited to:

- Process payroll and prepare associated reports; prepare quarter-end and year-end payroll reports and forms;
- Audit timesheets for payroll; enter hours worked into payroll databases;
- Maintain employee payroll records including pay, benefits, deductions, and leave balances;
- Research and respond to payroll related inquiries from employees, management, and outside agencies.

### **Qualifications**

- Associate's degree (AS or AA) or a two-year technical certificate in business administration, finance, accounting or related field.
- Three years of increasingly responsible payroll experience using automated systems, preferably in a public sector organization.
- Must be able to work some weekend, holidays, and extended hours as needed to meet strict deadlines.

### **Salary and Benefits**

- Hiring range: \$55,760 - \$59,730
- Medical, Dental, Vision, and Life Insurance
- 401(a) qualified and 457 deferred compensation plans; 125 Flexible Spending Plan

### **To Apply**

Apply at [www.skagittransit.org/careers](http://www.skagittransit.org/careers)

Submit your application packet and resume to [hr@skagittransit.org](mailto:hr@skagittransit.org) or 600 County Shop Lane, Burlington, WA 98233

First review of applications December 7, 2021. Position will be open until filled.

**Skagit Transit is an Equal Opportunity and Drug Free Business**

# APPLICATION FOR EMPLOYMENT



# SKAGIT TRANSIT

600 County Shop Lane | Burlington, WA 98233

## POSITION APPLIED FOR:

**Directions:** Print or type all requested information. Do not submit a resume in lieu of completing any portion of this application. An incomplete application may delay action or disqualify you.

If you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact Human Resources at 360-757-5178.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(Zip)
Phone (Home)	Phone (Work)	Phone (Cell)
Email Address	Applying for:	Full Time      Part Time      Temporary

1. Are you a U.S. citizen or are you eligible for lawful employment in the U.S.?	Yes	No
2. Do you possess a valid Washington State Drivers License?	Yes	No

TYPE OF SCHOOL	NAME & LOCATION	MAJOR SUBJECT	MARK # YEARS COMPLETED	GRADUATE Yes or No
HIGH SCHOOL			9 10 11 12 GED	Yes No
COLLEGE			1 2 3 4	Yes No
COLLEGE			1 2 3 4	Yes No
GRAD SCHOOL			1 2 3 4	Yes No

Military Background:	Branch of Service:	Date In:	Date Out:
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OTHER RELEVANT COURSES AND TRAINING	NAME & LOCATION OF INSTITUTION	DATES ATTENDED
		Date In:_____ Date Out:_____
		Date In:_____ Date Out:_____
TRADE, OTHER MILITARY		Date In:_____ Date Out:_____

PRO. LICENSES OR CERTIFICATES	SERIAL NO.	DATE ISSUED	EXPIRATION

**WORK HISTORY**

Beginning with your **present or most recent employment**, list your work/experience history for the past 10 years, accounting for gaps in employment Use additional paper if necessary.

☐ Paid ☐ Volunteer

May we contact this Employer?

☐ Yes☐ No☐ Notify Me First

From (Mo & Yr)	Title or Position You Held	Company Name	Phone	
To (Mo & Yr)	Company Address	City	State	Zip
Total Yrs/Mos.	Primary Duties    Number of Employees You Supervised: Name and Title of Immediate Supervisor: Reason for Leaving or Considering Change:			
Hours Worked Each Week				

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Hours Worked Each Week				

I certify under penalty of the laws of the State of Washington that answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that should investigation disclose false or misleading information given in my application or interview(s), it may result in disqualification from employment or discharge. I understand that all employees of Skagit Transit are considered at-will employees and may be terminated from Skagit Transit employment at any time with or without notice.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_



## Voluntary Affirmative Action Form

The information requested below will be used for the statistical purposes only, as required by the Equal Opportunity laws and regulations. The information requested is **voluntary and confidential**.

Thank you for helping evaluate the effectiveness of our equal opportunity effort.

Name \_\_\_\_\_

Position Applied For \_\_\_\_\_

### Ethnicity

- ☐ HISPANIC or LATINO
- ☐ WHITE
- ☐ BLACK or AFRICAN AMERICAN
- ☐ ASIAN AMERICAN
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
- ☐ AMERICAN INDIAN or ALASKA NATIVE
- ☐ MULTIRACIAL
- ☐ I DO NOT WISH TO SELF-IDENTIFY

Sex ☐ Female ☐ Male

Are you disabled? ☐ Yes ☐ No

Are you a veteran? ☐ Yes ☐ No

Are you a disabled veteran? ☐ Yes ☐ No

How did you learn about this position? Please identify source:

☐ Newspaper (**specify**) \_\_\_\_\_

☐ Internet website (**specify**) \_\_\_\_\_

☐ Referral/Friend/Relative (**specify**) \_\_\_\_\_

☐ Worksource Website or Office (**specify**) \_\_\_\_\_

☐ Radio Advertisement (**specify**) \_\_\_\_\_

☐ Walk-in \_\_\_\_\_

☐ Other (**specify**) \_\_\_\_\_