



Job Announcement
Payroll and Accounting Specialist
First Review of Applications September 1, 2026

Open to internal and external candidates

Summary:

Reporting to the Finance Manager, this position is responsible for routine accounting and clerical functions and performs a wide variety of administrative and office support tasks. Core responsibilities include efficient and accurate entry of employee payroll and benefits, coordinating vendor payments, and invoicing. The position is part of a small team with shared responsibilities to perform administrative duties. While primary responsibilities are tied to payroll and benefit functions, daily tasks can include working with and supporting other departments and projects.

The qualified candidate will have knowledge of accounting fundamentals, an ability to source information, and strong MS Office Suite skills. The following are preferred; college degree in related field, payroll and benefits experience, and record management experience.

Selection Process

Those candidates whose experience and qualifications closely fit the requirements of this position will be invited to participate in the selection process. This process will be conducted by using some or all of the following evaluation and selection elements; review of submitted application materials, structured panel interview, demonstration of Excel skills, and final interview. External applicants will need to complete a background investigation and polygraph test.

Salary Range: \$77,831 – 91,563

Benefits

1. Regular work hours where employee may request alternate start and end times, subject to management approval.
2. Position is eligible to work one day from home per week after 90 day probation period.
3. Health Insurance: NORCOM pays 100% of employee premiums and 80% of dependents premiums.
4. PERS Employer Contribution- Public Employees Retirement System- Washington State pension plan, current rate 5.58%
5. MEBS Employer Contribution- Municipal Employees Benefit Trust- Tax deferred comp program (in lieu of social security) with employer match of 6.2%
6. 12 paid holidays
7. Generous PTO accrual starting at 7.38 hours per 2 week pay period.
8. Long-term disability
9. Life insurance



Apply

To be considered, email resume and letter of interest to Human Resource Manager Roky Louie, rlouie@norcom.org. Applicants who **apply by September 1, 2026**, will receive first consideration in the process.

NOTE: The Executive Director has final authority in the selection process regardless of the outcome of any evaluation or selection elements.

NORCOM is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, sexual orientation or veteran status. NORCOM provides reasonable accommodation to its employees and the public with disabilities, including disabled veterans. For more information, please contact NORCOM Human Resources.

The hiring process will require successful completion of an extensive background and criminal history check, a polygraph test, a drug screen, and finger printing.