



Payroll Specialist

OPPORTUNITY PROFILE



WESTMONT

WESTMONT.EDU | 805-565-6000 | 955 LA PAZ RD, SANTA BARBARA, CA, 93108

Welcome to **WESTMONT COLLEGE**



WHAT DO WE DO?

Prepare graduates who flourish in every sphere of society, providing both competency in a chosen field and the character and moral conviction to sustain them in their life and work.

HOW DO WE DO IT?

Rigorous liberal arts curriculum, robust student activities, cohesive residential community, undergraduate focus, unwavering commitment to Jesus Christ and emphasis on Christian formation and global context.

WHY DOES IT MATTER?

The world needs people with both character and competence, whose lives and work demonstrate integrity and a willingness to serve, who believe in and serve something greater than themselves, and who can tackle and help solve difficult and challenging problems to make the world a better place for all people.

MISSION STATEMENT

Westmont College is an undergraduate, residential, Christian, liberal arts community serving God's kingdom by cultivating thoughtful scholars, grateful servants and faithful leaders for global engagement with the academy, church and world.

WHO FITS BEST AT WESTMONT?

They are **high performing** without chasing perfection.

They act with **integrity** and cultivate an **open mind**.

They enjoy the rewards of **accepting challenges**.

They value **unique perspectives, backgrounds, talent** and **knowledge**.

They seek to learn more about their **Christian faith** and put it into action.

They feel **unafraid to ask** and answer difficult or uncomfortable questions.

They seek **vocation, significance, community** and **justice**.

They have a **growth mindset** and value **lifelong learning**.

They pursue a life of **service** and **leadership** to make an impact.

WHAT CHARACTERIZES WESTMONT STUDENTS?

They approach learning with **curiosity, humility** and **gratitude**.

They focus on pursuing an **education**, not a degree.

They embrace **self-evaluation** as they grow and learn from each other.

They work hard to become **well informed** and choose to live a **life of purpose**.

They value an environment that both **challenges** and **supports** them.

They develop the character to **confront challenges** and respond with wisdom and grace.

They embrace the work of **spiritual, moral** and **character** formation.

They cultivate skills to **succeed professionally** and **serve the world**.

They want to live a **life of significance** and contribute to causes that will outlive them.

WHAT CREATES A SENSE OF BELONGING AND COMMUNITY AT WESTMONT?

A deep **love for God and neighbor** because God calls us to love one another.

A common purpose of seeking to **know and serve God**.

A willingness to trust one another and build an **authentic** and **transparent** community.

A commitment to **engage with the utmost civility**, especially in the midst of challenges.

A **common humanity** and respect for **God's creation**.

A capacity to **balance competing commitments** and contribute to the greater good.

A generosity and grace to practice **hospitality** to people unknown to us.

A **focus on others** and desire to serve purposes greater than ourselves.

A desire to live with others who **think differently** than we do.

A commitment to **holding Christ preeminent** in our work, service and lives.

WESTMONT RANKING

Westmont is the premiere Christian liberal arts college in California and the Western United States. Located in sunny Santa Barbara, Westmont College consistently ranks among the nation's BEST Christian liberal arts colleges with one of the most beautiful campuses in the country.

Source: Westmont.edu

Top Colleges and Universities

THE WALL STREET
JOURNAL.

Top Liberal Arts Colleges



Best Staff Interaction



Best Universities and Colleges by Salary Potential



Grateful Grads 2019

Forbes

Best Places to Live in the U.S.



ACADEMICS

At Westmont College, we offer a demanding yet personal academic experience so that our students can discover and develop their calling and career.

Deeper purpose might be an understatement:

Convention says that you have to choose between scholarly knowledge and scriptural truth. But that's like using only half your brain, or relying on only half the information. Here, you'll pull from both. You'll layer biology, psychology, and every other ology on top of theology until you're so immersed in knowledge that deeper purpose becomes second nature. And in this one-of-a-kind location where faith and intellect intersect, you'll not only pursue your career, you'll uncover your calling.



FAITH

At Westmont College, we offer a supported Christian journey of faith seeking understanding so that our students can use their faith to make commitments that will expand their unique contribution.

Eternity deserves a deeper look:

At Westmont College, “my pastor said so” won’t cut it. We’ll challenge you to dig deeper—to push your faith, expand your knowledge, and search your soul until you understand why you believe what you believe. And then, with your mind blown and spirit filled, we’ll ask you the most important question of all: how are you going to live out your beliefs?

COMMUNITY

At Westmont College, we offer a connective community where values are respected, enhanced, and challenged so that our students find their passion through transformative experiences with Jesus Christ.

A close-knit community. A wide range of passions:

We come to Westmont from every walk of life. Each of us unique. All of us eager to learn from the others. And even though we’re a diverse community of artists, activists, athletes, musicians, scholars, gamers, and dreamers, we’re connected by a common thread: our deep love for Jesus Christ. You’ll feel His presence in every club you join, game you play, and country you visit. And it’s here, among this culture of Christian values and infinite possibilities, that you’ll discover your passion (or two, or three).

WHAT WESTMONT OFFERS

At Westmont College, a deep love of God drives us to pursue intellectual curiosity through a rigorous yet affirming education.

WHAT STUDENTS GET

Our students are pushed beyond boundaries to master every area of human knowledge, develop abilities and embrace a credible, knowledgeable faith.

WESTMONT THRIVES WITH PANDEMIC RESPONSE

Students returned to campus to study and live safely in community for the entire 2020-2021 school year. More than 90 percent of students chose to live on campus, underwent regular testing, and followed safety protocols to keep COVID-19 cases to a minimum and prevent major outbreaks.

“During this unprecedented time in global history, Westmont community members have continually risen to the occasion, with students excelling in virtual classes, professors innovating how they teach, and staff finding novel ways to serve and reach our entire community,” says President Gayle Beebe.

Even in the midst of the pandemic, Westmont balanced its budget for a record 37th straight year of operating in the black.

WESTMONT'S BRAND AND WHY IT MATTERS

The Westmont brand is one of our most important assets. It symbolizes our core: academic excellence, faith and character, vibrance, and servant-leadership. At Westmont College, we have a unique and extraordinary position and standing in higher education. We have a compelling story to tell because of our interactive and immersive educational experience. We want our campus community and the general public to view us as we see ourselves: purpose-driven innovators, visionaries, and servant-leaders. A strong brand identity represents who we are in our goal to transform lives.

In the foothills of Santa Barbara, at a unique vantage point where we can see the ascending peaks of the mountains and the vast expanse of the ocean. And from this one-of-a-kind location where faith and intellect intersect, we unlock our potential to broaden our impact and deepen our understanding. Through a deeper understanding, we can unite the spirit and the mind. With a greater impact, we can lead and serve in every sphere of society. It's thinking that takes us ever further.

DEEPER PURPOSE. WIDER IMPACT.



Mrs. Ruth Kerr and the founding board, 1937



Kerr Student Center, c. 1980



Kerr Student Center, present day



Dr. Beebe welcomes new students to campus.

A BRIEF HISTORY OF WESTMONT

In 1937, Ruth Kerr helped establish a school that became Westmont, a liberal arts college committed to rigorous academics and a deep love of God. Wallace Emerson, the first president, envisioned an institution that rivaled the best colleges nationwide, and he set the standard for excellence that still applies.

Westmont outgrew its Los Angeles campus in 1945 and moved to the former Dwight Murphy estate in Santa Barbara. Features of this property endure today, including its lovely Mediterranean house, formal gardens, wooded pathways and stone bridges. After achieving accreditation in 1958, the college added nine major facilities on campus in the 1960s. Enrollment rose to 840, and in 1976, Westmont received permission for 1,200 students. In 2007, the county approved an updated campus master plan.

Gayle D. Beebe became Westmont's eighth president in 2007. He has focused on strategic planning, completion of the campus master plan, and building a strong financial base for the 21st century. He presided over the successful recovery from the 2008 Tea Fire and the 2017 Thomas Fire, the national Bright Hope for Tomorrow and Strength for Today capital campaigns, and construction of Adams Center for the Visual Arts, Winter Hall for Science and Mathematics, the Global Leadership Center, an observatory and renovated athletic facilities.

Throughout its history, Westmont has earned increasing national recognition for academic quality and its distinctive mission as an undergraduate, residential, Christian, liberal arts community serving God's kingdom by cultivating thoughtful scholars, grateful servants and faithful leaders for global engagement with the academy, church and world.

Westmont educates the whole person, transforming students for a lifetime of service in a variety of careers worldwide, equipping them with the knowledge, skills and heart to meet the great and pressing needs of our time.



GAYLE BEEBE, Ph.D. **WESTMONT PRESIDENT**

Gayle D. Beebe became the eighth president of Westmont College in 2007 and has held leadership positions in higher education for more than 25 years.

He completed a Doctor of Philosophy and a master's degree in philosophy of religion and theology at Claremont Graduate University and also earned an MBA in strategic management from the Peter F. Drucker School of Management at Claremont. He received his Master of Divinity from Princeton Theological Seminary and earned his undergraduate degree from George Fox University in Oregon. He spent a wonderful semester as an exchange student at Westmont in fall 1980.

An active scholar, he has written or edited 10 books and more than 40 articles, including *The Shaping of an Effective Leader: Eight Formative Principles of Leadership* and *Longing for God: Seven Paths of Christian Devotion*, which he co-authored with Richard Foster.

He and his wife, Pam, have three adult children who all graduated from Westmont: Anna '15; Elizabeth '17 and Ricky '21.



GRETA BRUNEEL, MBA **ASSISTANT VICE PRESIDENT OF HUMAN RESOURCES**

Greta Bruneel came to Westmont in August of 2007, and has served as the AVP of Human Resources since March of 2022. In addition to several years of small business HR consulting, she has worked in higher education for over 20 years in both Human Resources and Student Life.

When people ask Greta what she loves about her work at Westmont, she always says the same thing. "...Westmont is rich in people. Our faculty and staff are fantastic, and to work with, and alongside, this community is the great joy and privilege of my role."

She earned her bachelor's degree in Business Administration from Pepperdine University and has an MBA in Human Resources and Organizational Behavior from the University of North Texas. University.



Position Overview

The Payroll Specialist is responsible for preparing and processing all college payrolls, and performing all functions related to payroll, ensuring legal compliance.

Reports to: Assistant Vice President of Human Resources

NECESSARY QUALIFICATIONS AND CHARACTERISTICS

- H.S. diploma, BA preferred.
- A minimum of 3-5 years experience in payroll administration
- Extensive knowledge of CA payroll regulations, practices & procedures
- Experience utilizing computerized PR systems
- Experience with UKG preferred.
- Advanced skills with MS Office Suite
- A demonstrated problem solving skills
- Multi-tasking skills to organize and prioritize simultaneous demands while meeting operating deadlines
- Ability to make mathematical computations with speed and accuracy
- Ability to compare numbers and detect errors efficiently
- Customer service orientation – ability to provide high quality, friendly service for all constituents.
- Effective verbal and written communication skills.

PRIMARY DUTIES AND RESPONSIBILITIES

- Administrate payroll for approximately 300 salaried and hourly staff and faculty and 500 student employees in a timely and accurate manner.
- Ensure legal compliance related to CA wage and hour and payroll issues; keep HR/Payroll Team abreast of changes in wage and hour law and payroll updates
- Maintain the integrity of the archival filing system and electronic records on all new, existing and past employees.
- Trouble-shoot UKG software when necessary.
- Perform pre-audit preparation as needed for 403b retirement plan, workers compensation, and any other audits.
- Complete general data entry as needed for payroll purposes.
- Process special request off-cycle payroll checks and check voids.
- Coordinate leave payments such as SDI and Workers Comp
- Respond for third party employment verifications
- Prepare & distribute reports, including PTO,OT/DT, and Break Penalty reports
- Reconcile & submit quarterly P/R taxes, California New Hire Report, garnishments & levies and other payroll-related reconciliation or reporting tasks, in conjunction with UKG system.
- Maintain retirement database and remit funds to custodians
- Input/update tax withholding & direct deposit records
- Process and audit timecards including: identifying missing timecards and contacting supervisors; verifying eligibility for OT and meal breaks, etc. & contacting supervisors re policy
- Coordinate the processing, distribution and reconciliation of W-2 forms with UKG
- Pay withheld gifts to United Way and report gifts by PR deduction to OCA
- Maintain personal computer loan records
- Perform online transfer of Direct Deposit and Pre-note files to the bank
- Process termination check lists and follow-up for final checks
- Act as a positive collaborator and solution finder on the HR/Payroll Team and attend staff meetings
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deed
- Other duties as assigned by supervisor



Locale: Santa Barbara, California

Nestled in the foothills of Santa Barbara, Westmont has a unique vantage point with views of the ascending peaks of the mountains and the vast expanse of the ocean. The local community enjoys recreation from sailing and surfing to biking to scenic hikes on trails in the Santa Ynez Mountains. Rich cultural resources, including an art museum and many galleries, symphony and chamber orchestras, and theater companies offer a wide variety of arts activities. Westmont is known for having one of the most beautiful college campuses in the country with an ideal location to foster a true learning environment. Westmont's high-profile events bring internationally known speakers to campus and Santa Barbara, and its institutes and centers address current issues through research, special projects and initiatives serving the community and the church.

[More about Montecito/Santa Barbara](#)





MUSIC AT WESTMONT

In the face of uncertainty and innumerable challenges during the 2020-21 academic year, Westmont's Music Department safely produced a season full of beautiful melodies and memories. They released a recorded performance almost every Friday, including several by the Westmont College Choir, most notably the annual Christmas Festival and Gabriel Faure's "Requiem." The choir collaborated with the Westmont Orchestra on several pieces, with Daniel Gee conducting the choir while watching a video of Michael Shasberger conducting the orchestra as the choir sang along to the orchestra recording.

Recently, Westmont announced a new partnership with the Santa Barbara Symphony to provide music education programs to local school children. This alliance will help build artistic partnerships between the collegiate and professional musicians and create a pipeline to provide lifelong musical opportunities in the community.

Source: Westmont Magazine

Statement of Faith

Westmont College is a liberal arts college committed to Jesus Christ and belonging to the worldwide evangelical Protestant tradition. In that tradition, the college's trustees, administrators, and faculty participate in many different churches and with them confess such historic statements of the church as the Apostles' Creed and the Nicene Creed. In faithfulness to God, who is the source of truth, and under the authority of Scripture, we joyfully and humbly affirm the following articles of faith, which guide our learning, teaching, and living.

ARTICLES OF FAITH

We believe in God

- » The Lord our God alone is God, holy and loving, revealing in creation and in Jesus Christ God's own power and glory, grace and mercy. The Lord our God alone is God, just and true, perfect in being and trustworthy in action.
- » The Lord our God is infinite and beyond imagination; our minds can never fully know God nor our hearts completely grasp his ways. The Lord our God is faithful and steadfast, unfailing in word and deed.
- » The Lord our God is Triune-one being in three persons-Father, Son, and Holy Spirit in co-equal, co-eternal communion. The Lord our God, Creator and Sustainer of all that is, redeems the world from its fallenness and consummates his saving work in a new heaven and a new earth.

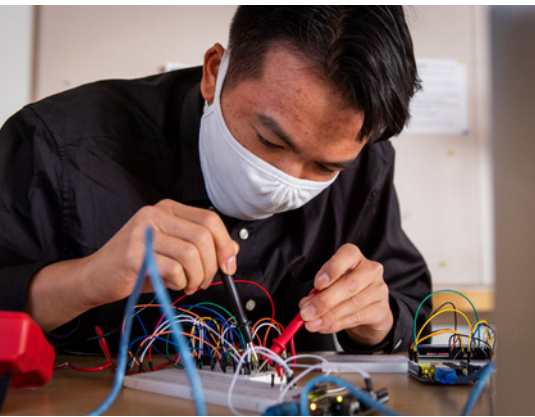
. . . the Father, Son, and Holy Spirit

- » God the Father is the source of all that is good. He is Father to his eternal Son, Jesus Christ, and to all who are adopted as his sons and daughters through faith in Jesus Christ. He has sovereignty over us, affection toward us, and glory for us.
- » God the Son became incarnate in Jesus Christ-one person in two natures, fully human and fully divine-who was conceived by the Holy Spirit and born of the virgin Mary. In his life and in his death on the cross he conquered the powers of darkness, paid the penalty for our sin, and demonstrated God's love for the world. In his bodily resurrection his life and death are vindicated, and he is revealed to be the only judge and redeemer of the world. He intercedes for us now before the Father and will return in glory.
- » God the Holy Spirit is Lord and Life-Giver, the one who empowered Jesus Christ and who empowers his people to continue God's work today. God the Holy Spirit convicts us of sin, brings us to faith in Jesus Christ, and conforms us to the image of Christ. The Spirit inspired the authors of Scripture and guides the church in faithful translation and interpretation. The Bible, consisting of the Old and New Testaments, is God-breathed and true, without error in all that it teaches; it is the supreme authority and only infallible guide for Christian faith and conduct-teaching, rebuking, and training us in righteousness.

. . . the Author of our salvation

- » God created humankind for unbroken relationship with God, one another, and the rest of creation. Through Adam's disobedience, we fell into sin and now suffer alienation and brokenness. The effects of sin are so pervasive that apart from God's grace we are lost and dead. Only by God's grace through faith in Jesus Christ are we saved and made alive.
- » In bringing us to faith in Jesus Christ, the Spirit incorporates us into the body of Christ, his church, the community of all believers in heaven and on earth. The church is called to bear witness to Christ among the nations by praising God, preaching the good news, discipling believers, healing the sick, serving the poor, setting free the oppressed, and caring for creation. The gifts and fruit of the Holy Spirit empower the church for this mission.
- » Jesus Christ will return one day in his glorified body to judge the living and the dead. Those who do not believe in him will be raised to suffer forever a just punishment. Those who believe in him will be transformed, their bodies raised imperishable and incorruptible, to live and reign with him forever in a new heaven and a new earth in which there will be all that is good and true and beautiful, but no sorrow, no tears, and no evil thing.

And so we pray: Come, Lord Jesus.



ENGINEERING AT WESTMONT

Westmont's [engineering program](#) continues to grow with the completion of a new 5,200-square-foot warehouse and the arrival of Professor Dan Jensen in fall 2020, who directs the program.

Several generous donors completely funded the new facility that opened fall 2023. The Fletcher Jones Foundation gave the college a \$475,000 grant to support this initiative.

Westmont launched its fully contained engineering program in fall 2019, blending a mix of courses in engineering, physics, mathematics and chemistry and grounding the program in the college's liberal arts tradition. The program has experienced high interest with enrollment surpassing expectations.

The engineering department endeavors to secure internships and apprenticeships with local businesses to serve the greater needs of the Santa Barbara region and also places students in national and global opportunities to provide valuable experiences.

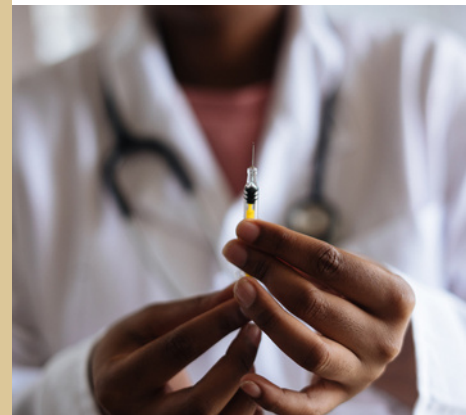
[Source: Westmont Magazine](#)

WESTMONT CREATES REGION'S ONLY ACCELERATED NURSING PROGRAM

Westmont launched its [new Accelerated Bachelor of Science in Nursing program](#) in January 2022 with the approval from the California Board of Registered Nurses. Working in partnership with Cottage Health, the college seeks to address the critical need for nurses. "We'll graduate highly sought-after nurses who've benefited from the breadth of our liberal arts education and grown in all areas of their lives, developing key qualities such as compassion and empathy," says President Gayle D. Beebe.

The strategic partnership with Cottage Health, a system of hospitals and clinics serving the Central Coast, provides state-of-the-art clinical training for Westmont students. The connection also helps place Westmont graduates in well-paid, meaningful positions. Ron Werft, president and CEO of Cottage Health, spoke about the new program at Westmont's 2021 Commencement, where he received the Westmont Medal, given to people who make significant contributions to the Santa Barbara community. The college purchased a building in downtown Santa Barbara and is retrofitted the first floor for the nursing program.

[Source: Westmont Magazine](#)



Anticipated Search Calendar

It is anticipated that in person/on-site interviews of the top four candidates for Payroll Specialist will take place in November 2023.

SEARCH & SELECTION PROCESS

Westmont's Assistant Vice President of Human Resources is charged with vetting candidates for this position with assistance from Jeff Davis of J. Davis & Associates. JDA will explore a broad network to suggest potential candidates. This thorough search will include consideration of many names and subsequent review of resumes. When appropriate, candidates will be asked to provide a thorough vocational history, respond to a questionnaire, and to have a video interview with Jeff Davis. Those holding the most promise will then be interviewed in person by the Interview Committee. Next, references and backgrounds will be checked, degrees verified, and an extensive candidate profile will be prepared for the committee. When a preferred candidate is identified, the candidate (and spouse, if applicable) will participate in a final interview as well as meet the Westmont staff and leadership team.

J. Davis & Associates is an executive search consulting firm devoted to serving clients in the church, Christian non-profit and educational sectors. As a faith-based religious institution, our client complies with all applicable laws pertaining to nondiscrimination on the basis of race, color, national origin, sex, age, disability, and any other applicable legally protected category. As a religious institution, our client has the right to, and does, require that its employees hold beliefs consistent with its Statement of Faith and conduct themselves in a manner consistent with its religious beliefs.

CONTACT

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