



Payroll Accountant

Department: Fiscal Services	Approved Date: 9/15/16	
Reports To: AVP, Fiscal Services	Team: Finance and HR	
FLSA Status: Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>	Part-time <input type="checkbox"/> Full-time <input checked="" type="checkbox"/>	
Compensation: B14 \$58,787 - \$65,000 annual	Employee Group: Administrator	
Contract or Grant Funded: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pre-Hire Drug test: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	Essential Personnel: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Anticipated work hours:		
<input checked="" type="checkbox"/> 8:30-4:30 Monday to Friday	<input type="checkbox"/> Evenings	
<input type="checkbox"/> Other ___:___ to ___:___ _____ to _____	<input type="checkbox"/> Weekends	
	<input type="checkbox"/> On call	

Position Summary:

This position is responsible for the accurate and timely processing of payroll for the College, including all associated reporting and analysis. The Payroll Accountant will work with IT to ensure that the payroll system is functional and updated to comply with all applicable regulations.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Process semi-monthly payroll for the College to ensure that all employees are paid accurately and that any amounts deducted from payroll checks are paid to the appropriate vendor/taxing authority in a timely manner.
2. Establish and maintain payroll dates calendar and ensure timely processing of payroll in accordance with the established pay dates.
3. Conduct reconciliations of earnings, deductions, and taxes.
4. Balance and transmit funds for tax shelter annuities and retirement accounts.
5. Review, balance, and process billings for insurance plans in a timely manner.
6. Reconcile monthly insurance billings with PeopleSoft reports for employee and employer contributions.
7. Process accurate and timely payroll tax reporting and resolves issues as they arise from federal and state agencies.
8. Verify that timesheet approvals in Time and Labor occur in a timely manner.
9. Work with IT to troubleshoot any problems in Time and Labor or Absence Management.
10. Oversee Absence Management and override leave or modify leave as a result of cancellation of leave requests or to allow leave balances to go into the negative as a result of senior leader approval.
11. Ensure that data is updated in PeopleSoft as required and in a timely manner.
12. Create reports and queries in PeopleSoft as required and requested to support the payroll function.
13. Ensure all payroll files and supporting documentation are maintained and up to date in ImageNow.
14. Support testing of any upgrades to PeopleSoft.

Payroll Accountant

15. Prepare and submit annual W-2s and related forms.
16. Comply with all applicable laws and regulations, including the Affordable Care Act.
17. Provide responsive and reliable service to the College community.
18. Maintain confidentiality of all information.
19. Provide training as necessary regarding Time and Labor and/or Absence Management.
20. Other duties as assigned.

Required Minimum Qualifications:

1. Bachelor's Degree
2. 3 years of experience in accounting or payroll-related processes

Desired Qualifications:

1. Bachelor's Degree in Accounting, Finance, Business Administration, or HR
2. Experience in the entire payroll process, which includes input of data, preparing reconciliations, creating reports, and providing analysis
3. Experience dealing directly with employees to provide information and answer questions
4. Demonstrated experience with relational databases and enterprise systems
5. Experience maintaining confidential and sensitive information
6. Excellent oral and written communication skills
7. Ability to work independently and exercise initiative in the performance of assigned duties
8. Ability to use varying styles and approaches that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace

Note: The College reserves the right to change or reassign job duties, or combine positions at any time