



**Position:** Payroll Specialist

**Department:** Finance

**Reports to:** Controller

**Job Summary:** This position is responsible for all payroll-related functions. In this role, your responsibilities will include but are not limited to collecting and reviewing information, calculating wages, preparing and processing employee payments, and maintaining accurate payroll records.

**Duties and Responsibilities:**

- Manage and oversee the entire ADP payroll system, for both student and administration company codes
- Assist students with the student assistant hiring and payroll process to ensure an easy transition and accurate, timely hiring within the ADP system
- Train new employees & supervisors on how to enter and approve time in ADP, if needed
- Review employee and student time sheets
- Prepare bi-weekly payroll batches for both student and administration company codes
- Prepare adjunct and special payroll batches provided by Academic Affairs
- Prepare bi-weekly payroll preview
- Add new hires, edit employee payroll profiles and terminate employees with changes provided by Human Resources
- Coordinate with management to review preview payroll files and make appropriate edits each cycle
- Transmit payroll once payroll preview has been approved
- Prepare and post payroll related journal entries bi-weekly
- Create union dues and garnishment vouchers to be uploaded to open invoice on a biweekly basis
- Run all bi-weekly payroll reports and create customized payroll reports as requested
- Provide reports and information to the needed for the annual Worker's Comp Audit
- Assist in the preparation of payroll related audit schedules for the annual audit
- Perform other responsibilities as assigned by supervisors

**Qualifications:**

- Bachelor's degree, preferably in Accounting or Finance
- Detail oriented, self-motivated, and a fast learner
- Excellent time management, organizational, written and verbal communication skills.
- Strong computer skills, specifically in excel.

**Pay Range:** \$65,000 – \$75,000 per year

The advertised pay scale reflects the minimum and maximum salary range for this role. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to; the candidate's experience, education, credentials and/or qualifications.

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Interested applicants can apply by [clicking here.](#)