

## **Job Description**

**General Information** 

Position Title: Payroll & Accounts Payable Department: Business Office Date: April 2014

Specialist

Reports to: Assistant Controller Location: Spencer House FLSA Classification:

(circle one)

Non-Exempt (Hourly)
Exempt (Salaried)

#### **Position Summary**

This position is responsible for a broad range of general accounting and payroll tasks including, but not limited to, the timely, efficient, and accurate processing of weekly, bi-weekly, and monthly payrolls, employee payroll record and file maintenance, generation of records for annual tax forms and filings, assisting with unclaimed property filings, research, and expense analysis. Prepares employment verifications and maintains confidential payroll files.

### Responsibilities (Essential Functions) Include % of time spent for each Essential Function

- 40% Utilizes database software to prepare weekly, bi-weekly, and monthly payroll disbursements. Reviews timesheets and special payment forms for authorized signatures, correct general ledger account numbers, appropriate documentation and supporting backup. Performs follow-up on any missing information. Enters timesheets and special payments in the payroll software. Calculates and inputs payroll deductions. Prints payroll checks and creates/transfers files pre-note, direct deposit and positive pay files to the bank.
- 20% Creates and maintains payroll files including employment information, tax withholding forms, direct deposit forms, etc. Enters new hire and payroll change information (e.g. tax withholding, direct deposit, deductions, etc.) in the payroll software. Assists international employees with the online tax compliance system and ensures receipt of required documentation prior to payment.
- 15% Performs payroll quality assurance audits including but not limited to:
  - Reviews new hire data entry for accuracy and supporting documentation. Verifies all employees are set-up for tax withholding, online pay advices, etc.
  - Reviews benefit and deduction changes including enrollment date, pay period amount, etc.
  - Verifies payroll totals from the payroll spreadsheets to the payroll detail reports and registers.
  - Matches printed checks to the payroll check register and distributes checks on time, noting special handling and mailing instructions.
- 10% Prepares payroll vouchers for payment by accounts payable. Enters invoices and vouchers in the accounts payable software, establishes type of payment, and correct vendor #. Verifies authorized signatures, correct general ledger account numbers, discounts, absence of sales tax, appropriate documentation and supporting backup. Performs follow-up on any missing information.
- Assists with corporate credit card journal entries and verifies appropriate documentation and supporting backup, authorized signatures, and correct general ledger account numbers.
- 5% Other responsibilities including but not limited to:
  - Prepares payroll spreadsheets and journal entries. Processes Federal and State tax deposits online.
  - Prepares general ledger account reconciliations for payroll and related clearing accounts.
  - Inputs manual checks, void, stop pay, and reissue checks as needed.
  - Identifies, researches, and troubleshoots check status, exception items, out-of-balance transactions, returned direct deposits, positive-pay discrepancies, old outstanding items, etc.
  - Assists supervisor with projects including but not limited to department of labor reports, payroll tax returns, electronic W-2 consent, year ending tax forms, and unclaimed property filings.
  - Compiles salary history for bank employment verifications.
  - Performs all other duties as assigned.



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#### **Education and Previous Experience Requirements**

Associate's degree in accounting or related field and two to three years experience in payroll. Experience in large payroll environment (500+ employees) and knowledge of tax laws as they apply to payroll preferred. Equivalent combination of education and experience may be considered. Demonstrated proficiency in use of desktop software and spreadsheet applications required.

#### Knowledge, Skills, and Abilities

Job-related qualifications representing the knowledge, skills, and attributes an individual needs to possess in order to perform the job in a satisfactory manner.

Candidate should be detail oriented, with the ability to multi-task and meet deadlines, possess a strong customer service orientation, the ability to communicate effectively both orally and in writing with all campus constituencies, and the willingness to work as part of a team. Able to handle highly sensitive and confidential information in a professional manner.

#### Physical Dimensions

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

Activity	Never	Occasionally	Frequently	Constantly			
(Hours per Day)	0 hours	Up to 3 hours	3-6 hours	6-8+ hours			
Sitting				X			
Walking							
Standing		$\overline{\mathbb{X}}$					
Bending (neck)			$\boxtimes$				
Bending (waist)		$\boxtimes$					
Squatting		$\boxtimes$					
Climbing							
Kneeling		$\boxtimes$					
Crawling		$\boxtimes$					
Twisting (neck)			$\boxtimes$				
Twisting (waist)			$\boxtimes$				
Hand Use							
Is repetitive use of hand required?	Yes	$\boxtimes$	No				
Check the frequency of activity required of the employee to perform the job							
Activity	Never	Occasionally	Frequently	Constantly			
(Hours per day)	0 hours	Up to 3 hours	3-6 hours	6-8+ hours			
Simple grasping				$\boxtimes$			
Power grasping							
Fine manipulation			$\boxtimes$				
Pushing and pulling		$\boxtimes$					
Reaching (above shoulder level)		$\boxtimes$					
Reaching (below shoulder level)		$\boxtimes$					
L	ifting						
Please indicate the daily lifting requirements of the job	Never	Occasionally	Frequently	Constantly			
Please indicate the daily lifting requirements of the 10b		Up to 3 hours	3-6 hours	6-8+ hours			



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Lifting 0-10 lbs	П	$\square$				
Lifting 11-25 lbs			H			
Lifting 26-50 lbs						
Lifting 51-75 lbs						
		<u> </u>				
Lifting over 75 lbs						
Carry	ving					
	Never	Occasionall	y Frequently	Constantly		
Please indicate the daily carrying requirements of the job	0 hours	Up to 3 hou	J 1 J	6-8+ hours		
Carrying 0-10 lbs	Officials	<u> </u>	15   3-0 HOUIS	0-8+ Hours		
Carrying 11-25 lbs				<u> </u>		
Carrying 26-50 lbs						
Carrying 51-75 lbs						
Carrying over 75 lbs						
Longest distance carried (in feet)  Heaviest item carried (in lbs.)  Oth	ner					
Discos in disease if seems in horsesisses	VEC	NO	TC1 4			
Please indicate if your job requires:  Driving cars, trucks, forklifts, etc.	YES	NO X	If yes, please des	cribe		
Working around equipment & machinery		X				
Walking on uneven ground		X				
Exposure to excessive noise		X				
Exposure to extreme temperatures or humidity		X				
Exposure to dust, gas, fumes or chemicals		X				
Working at heights		X				
Operation of foot controls		X				
Repetitive foot movement		X				
Use of special visual or auditory protective equipment  Working with bio-hazards (sewage, hospital waste or blood bor	no	X X				
pathogens)	ile	Λ				
Please list any other Physical requirements t position:	_	-	•	•		
Reviewed and Approved: (Sign and Date)						
Department Manager/Supervisor:		Date:				
Department Director/VP:						
Human Resources:						
Union Representative (If Applicable):		Date:				