

Position Description/Responsibilities:

Payroll:

- Provides direct supervision and guidance to the Payroll Specialist. Provides back up when Payroll Specialist is away, as well as cross training with other staff outside of the payroll office.
- Communicates the policies and service guidelines for payroll to the College community, and serves as the primary contact for payroll matters.
- Establishes and maintains appropriate internal controls over payroll.
- Reviews all payroll output, including personnel change reports, payroll registers, and edit and exception reports. Ensures appropriate resolution of identified issues.
- Responsible for all compliance and reporting requirements related to payroll including calculation of taxable benefits, third party sick pay reporting, and payments to non-resident alien employees and students (those receiving scholarships or work-study wages).
- Keeps abreast of current federal and state regulations concerning payroll and employee versus independent contractor issues and coordinates responses to changes impacting the College.
- Responsible for annual payments to charitable organizations (United Way et al), monthly payments to SEUI (union dues), Capital Campaign, garnishee payments, and weekly child support payments to county agencies.

Accounts Payable:

- Provides direct supervision and guidance to the Accounts Payable Coordinator and the Accounts Payable Specialist. Manages work flow and reviews output. Provides for adequate back up through cross training.
- Communicates the policies and service guidelines for accounts payable, including the credit card program, to the College community and serves as the primary contact for accounts payable matters, ensuring appropriate resolution of identified issues.
- Establishes and maintains appropriate internal controls over disbursements including the credit card program.
- Oversees the processing of payments through the credit card program and is responsible for training employees in its use. Coordinates expense account reporting from College officers.
- Independently reviews appropriateness of printed checks under \$3,000 prior to release.
- Serves as the primary or secondary authorization for all electronic (ACH or wire) payments, including inter-company transfers between Current Funds and CheckInvest accounts at the Bank of New York. Insures that all electronic payments are properly recorded in the general ledger.

- Reviews and approves travel advances, taxability of payments to foreign speakers, awards to students, and expense reimbursements, including moving expense reimbursements prior to their issuance.
- Oversees the ongoing maintenance and timely filing of unclaimed property to the State.

Tax Compliance:

- Responsible for the timely and accurate filing of Forms W-2, 1099, and 1042-S, ensuring appropriate resolution of identified matters.
- Works in conjunction with the Director of Human Resources to determine appropriate classification of independent contractor versus employee status. Consults with independent tax advisors if needed.
- Keeps abreast of tax code regulations that affect not for profit corporations and especially in the area of employees, foreign students, and reimbursable expenses.

Other Responsibilities

- Conducts annual performance reviews and assists staff in development of annual goals.
- Identifies training needs of staff under his/her direct supervision. Develops and implements ongoing training effort.
- Prepares various monthly account reconciliations as assigned by the Controller.
- Coordinates month-end closings with the staff.
- Reviews and signs any journal entries prepared by his/her staff and may sign journal entries prepared by the Controller.
- Represents the Business Office in dealings and interactions with other College departments, students and parents.
- May perform other responsibilities as determined by the Controller.