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| POSITION: | **Payroll Administrator** |
| REPORTING TO: | Controller |
| APPLY TO: | To apply, please email a cover letter, resume, salary requirements and professional references to hr@usj.edu |

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| PRIMARY RESPONSIBILITIES: |
| * Perform all aspects of payroll administration including primary liaison responsibilities with external payroll service provider.
* Prepares, analyzes and transmits payroll data to the payroll service provider electronically.
* Compiles payroll data and statistics for the calculation of payroll and to perform complex analysis.
* Performs complex queries and researches and responds to complex inquiries related to payroll tax, benefits and payroll operations.
* Assists with the processing of manual payroll checks.
* Supervises the Payroll Specialist (part-time) position.
* Works collaboratively with Human Resources to update employee payroll information including new employee, change of status employees, and employee terminations.
* Communicates with the University community and outside vendors regarding payroll operations.
* Prepares and transmits employee retirement plan, H.S.A. contributions and union dues contributions.
* Provide assistance as necessary for all internal and external audits related to payroll.
* Monitors other employee benefit deductions.
* Maintains all vacation, sick, and personal time off accruals.
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| EXPERIENCE/SKILLS REQUIREMENTS: |
| * Certified Payroll Professional (CPP) or other certification preferred.
* Bachelor’s degree or extensive experience considered in lieu of degree.
* Minimum 3 years’ experience in payroll administration.
* Experience with ADP Workforcenow preferred.
* Strong analytical skills, with the ability to exercise good judgment and make decisions based on accurate and timely analysis.
* Understanding of basic accounting principles and solid financial acumen.
* Able to function independently while operating effectively within a team environment.
* Proficiency in Microsoft Office – Word, Excel.
* Strong organizational skills and attention to detail.
* Able to function independently while operating effectively within a team environment.
* Excellent oral and written skills and ability to communicate comfortably with students, colleagues, and external constituents.
* Demonstrated ability to handle complex and multiple tasks in a professional and efficient manner.
* Physical ability to perform the essential functions of the position, with or without reasonable accommodation.
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| OPEN DATE: | 6/27/18 |
| CLOSING DATE: |  |
| SALARY: | Salary is commensurate with qualifications and experience |

This job posting will remain posted for 90-days if we are not contacted to remove it.