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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](mailto: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. | |
| 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. | |
| 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.