JOB POSTING
OFFICE OF HUMAN RESOURCES
August 17, 2021

POSITION: Payroll Accountant

DEPARTMENT: Finance

DIVISION: Finance

HOURS: Full-Time, 35 hours per week, Mon-Fri, 8:30-4:30

GENERAL DESCRIPTION: Administer and process the College’s biweekly payroll including all payroll related reporting and payroll budget analysis.

SPECIFIC RESPONSIBILITIES:

- Process biweekly payroll including payroll deductions.
- Review electronic timesheets for accuracy and maintain paid time off accrual balances.
- Review all third-party payroll service reports for accuracy.
- Prepare check requests for payroll deduction payments and all benefit bill payments.
- Complete required reporting to outside agencies including new hire reporting.
- Maintain required payroll and related records.
- Maintain files for out of state employees ensuring compliance with state tax jurisdictions.
- Prepare various reports for College’s internal and external use.
- Prepare biweekly payroll entry and upload to the general ledger.
- Upload biweekly College Work Study activity to the student database
- Communicate with employees and supervisors regarding the payroll and timekeeping processes.
- Prepare monthly variance analysis of salary and benefit expense to budget.
- Assist with workpaper and financial statement preparation for annual audits.
- Keep up to date with technical knowledge in payroll rules and regulations.
- Perform other duties/projects as assigned by the Controller.

QUALIFICATIONS:
Associate degree and experience in payroll required. Bachelor’s degree in accounting or related field preferred. Experience with ADP payroll and timekeeping system a plus. Working knowledge of PC based computer systems and spreadsheet software required. Demonstrated ability to work independently and under pressure to meet deadlines. Excellent interpersonal and organizational skills necessary.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@nycc.edu
* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

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