



PAYROLL SPECIALIST
OFFICE OF HUMAN RESOURCES
POSITION DESCRIPTION

General Description:

The Payroll Specialist is responsible for processing payroll, ensuring compliance with local, state, and federal regulations, and maintaining accurate payroll records. This role requires strong analytical skills, attention to detail, and the ability to work in a fast-paced environment. This position reports to the Director of Human Resources.

Key Responsibilities:

1. Process semi-monthly payroll for exempt and non-exempt employees, and student associates accurately and on time. Process semi-monthly payments for independent contractors.
2. Calculate wages, overtime, honorariums, and deductions. Calculate wage garnishments/liens.
3. Maintain payroll and withholding records and ensure compliance with applicable tax laws and regulations.
4. Maintain benefit enrollments and holiday calendars in ADP Workforce Now.
5. Address payroll-related inquiries from employees and resolve discrepancies.
6. Prepare and submit payroll reports to accounting.
7. Assist with audits and ensure payroll data integrity.
8. Stay updated on changes in payroll and federal/state tax laws and best practices.
9. Other duties as assigned.

Qualifications & Skills:

- Bachelor's degree in accounting, finance, business administration, or related field (preferred)
- Must have proven experience in payroll processing and knowledge of ADP Workforce Now
- Strong understanding of tax regulations and labor laws
- Proficiency in payroll software and Microsoft Office Suite (Excel, Word, etc.)
- Excellent organizational and problem-solving skills
- Ability to maintain confidentiality and work with sensitive data

Classification:

- Part-time (up to 12 hours per week)
- Non-exempt
- On-site only

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include, but are not limited to, sitting, standing, stooping, crouching, bending, walking, and lifting light objects.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

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