

**Job Title:** Payroll Specialist  
**Department:** Business Office  
**Reports To:** Director of Human Resources  
**FLSA Status:** Non-Exempt 25 hours per week  
**Prepared Date:** June 2023  
**Location:** On Campus  
**Approved by:** HR Director  
**Approved Date:** 8/7/2023

**Summary-**The Payroll Specialist through faithful service to accomplish the mission of Kuyper College administers the payroll function in a way that provides confidence through accuracy, accurate communications and excellent customer service.

**Essential Duties and Responsibilities** include but are not limited to the following:

- Process biweekly payroll.
- Liaise with KuyperWorks for accurate compensation, for reporting and importing to KW database, and to comply with governmental regulations.
- Prepare journal entries and payroll vendor payments.
- Administer ADP timekeeping system.
- Maintain various payroll deductions and earnings in ADP.
- Ensure completeness of new hire payroll documentation and verify coding to new hire checklist and compensation repositories. Confirm identity and work eligibility through E-Verify.
- Complete new hire compensation and benefits statements.
- Reconcile payroll liability and analyze payroll expense accounts each pay period.
- Review and verify tax returns completed by ADP are accurate and submitted.
- Review and approve W-2s.
- Prepare 1042s: coordinate with Financial Aid; calculate and submit tax deposits early each semester; annually prepare 1042, 1042-Ss for students and 1042-T.
- Prepare annual compensation and benefits statements for faculty and staff.
- Prepare payroll reports and other records for annual Workers Comp audit, IPEDS, etc.
- Respond to requests from Directors and Leadership Team for payroll-related inquiries.
- Ensure scanning and filing is up to date.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required, Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- Associate's degree (A. A) or equivalent

- Three to five years of related experience working in the payroll function
- Experience working with ADP a plus
- Time management
- Strong organizational skills
- Previous payroll tax return preparation is a priority

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, donors, vendors, guests and all employees of the organization.

**Mathematical Skills**

Ability to conduct basic math problems. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret charts.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have an understanding of the underlying logic of software packages; Spreadsheet software and Word Processing software. Excel and the Google Platform.

**Other Skills and Abilities**

Experienced in communicating and interacting with individuals from different cultures, and backgrounds.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this Job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to walk; sit; use hands; and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus,

8/7/2023