

Job Title: Payroll and Benefits Specialist

Department: Business Office

Reports To: Director of Human Resources

FLSA Status: Full-time

Prepared Date: January 2024

Location: On Campus

Approved by: HR Director

Approved Date:

Summary – The Payroll/Benefits Specialist through faithful service to accomplish the mission of Kuyper College administers the payroll function in a way that provides confidence through correct calculations, precise communications, and extraordinary customer service.

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

Payroll:

- Process biweekly payroll, respond to employee inquiries, and disseminate payroll reports
- Liaise with KuyperWorks for correct compensation, for reporting and importing to KW database, be the content expert, and to comply with governmental regulations
- Prepare journal entries and payroll vendor payments
- Administer timekeeping system
- Maintain various payroll deductions and earnings
- Ensure completeness of new hire payroll documentation and verify coding to new hire checklist and compensation matrix. Confirm identity and work eligibility through E-Verify
- Complete new hire compensation and benefits statements
- Reconcile payroll liabilities and analyze payroll expense accounts each pay period
- Review and verify that tax returns completed by the payroll system 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.
- Other duties as assigned

Benefits:

- Process biweekly/monthly billing payments to insurance and retirement fund providers.
- Enroll new hires in eligible benefit programs.
- Send COBRA notices to new hires and terminating employees
- Maintain records of employees enrolled in COBRA
- Reconcile benefits liability and expense accounts each pay period.
- Coordinate the annual open enrollment opportunity selections for employees.

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 (AA) or equivalent
- Three to five years of related experience working in the payroll function
- Competent in ADP Workforce NOW
- Time management
- Strong organizational skills
- Previous payroll tax return preparation is a priority
- Ability to produce work in an accurate, timely manner is essential

Language Skills

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

Mathematical Skills

Ability to calculate math problems. Ability to add, subtract, multiply, and divide. 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 written or oral instructions. Ability to deal with problems involving concrete variables in various 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. Microsoft and the Google Platforms.

Other Skills and Abilities

Experienced in communicating and interacting pleasantly 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.

Attendance

Daily attendance on campus is expected and required. This is not a remote position

Interested applicants, please apply at HRapplications@kuyper.edu

Visit our website at www.kuyper.edu

1/18/2024