KUYPER COLLEGE

POSITION DESCRIPTION

Job Title: Payroll and Benefits Specialist
Department: Business Office
Reports To: Director of Human Resources
FLSA Status: Full-time
Prepared Date: November 2026
Location: On Campus
Approved by: HR Director
Approved Date: 11/13/2026

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:

- **Payroll Processing and Administration:** Process biweekly payroll accurately and timely; respond to employee payroll inquiries; and prepare and distribute payroll reports as needed.
- **KuyperWorks Administration:** Liaise and collaborate with KuyperWorks and Financial Aid to ensure accurate compensation, reporting, database imports, and compliance with applicable federal and governmental regulations. Prepare and distribute biweekly work-hour updates to student employees to communicate their progress toward their contract.
- **Payroll Accounting:** Prepare payroll journal entries, process payroll vendor payments, reconcile payroll liabilities, and analyze payroll expense accounts each pay period/month to ensure accuracy and proper financial reporting.
- **Timekeeping System Administration:** Administer and maintain the ADP timekeeping system, ensuring accurate employee records, time reporting, and system functionality.
- **Payroll Earnings, Deductions, and Withholdings:** Maintain and administer payroll earnings, deductions, including the receipt, review, and processing of court-ordered and legally mandated withholdings such as wage garnishments, child support orders, tax levies, and other applicable deductions.
- **New Hire Payroll Administration:** Ensure the completeness and accuracy of new hire payroll documentation; verify employee compensation and payroll coding against the new hire checklist and compensation matrix; and confirm employee identity and employment eligibility through E-Verify.
- **Compensation and Benefit Statements:** Prepare and distribute compensation and benefit statements for new hires and annually for faculty and staff.
- **1042 Reporting:** Coordinate with Financial Aid to administer 1042 tax reporting requirements, including calculating and submitting tax deposits early each semester and preparing annual Forms 1042, 1042-S for students, and 1042-T.
- **Annual Reporting and Audits:** Prepare and provide payroll reports, supporting documentation, and records for annual Workers' Compensation audits, IPEDS reporting, and other required institutional and governmental reporting.
- **Management Support:** Respond to payroll-related inquiries and information requests from Directors and members of the Leadership Team, providing accurate information and guidance as needed.
- **Records Management:** Ensure payroll documentation is accurately scanned, organized, maintained, and filed in accordance with established recordkeeping practices.
- Perform other duties and responsibilities as assigned.

Benefits:

- **Benefits Billing and Payments:** Process biweekly and monthly benefit premium and retirement contribution payments to insurance carriers, retirement fund providers, and other benefit vendors, ensuring accuracy and timely payment.
- **New Hire Benefits Administration:** Coordinate and process benefit enrollments for eligible new hires, ensuring timely enrollment, accurate employee information, and completion of required documentation.

- **COBRA Administration:** Prepare and distribute required COBRA notices to eligible new hires and terminating employees in accordance with applicable regulations. Maintain accurate records of employees enrolled in COBRA and monitor related documentation and deadlines.
- **Benefits Accounting and Reconciliation:** Reconcile benefits liability and expense accounts each pay period, investigate discrepancies, and ensure accurate recording and reporting of benefit-related expenses.
- **Open Enrollment Administration:** Coordinate and administer the annual open enrollment process, including communicating enrollment timelines, distributing benefit information, facilitating employee benefit elections, and ensuring timely and accurate submission of employee selections.
- **Employee Benefits Support:** Respond to employee inquiries regarding benefit programs, eligibility, enrollment, coverage, and deductions, providing guidance and assistance as needed.
- **Worker's Compensation Administration:** File necessary claims for all employees who experience injuries while working.
- Perform other duties and responsibilities as assigned.

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, Experience, and Skills:

- Associate's degree (AA) or equivalent.
- Three to five years of related experience working in the payroll administration.
- Competent in ADP Workforce NOW.
- Strong time management and organizational skills.
- Ability to prioritize multiple responsibilities and meet deadlines.
- Prior experience preparing tax returns strongly preferred.
- Demonstrated ability to complete work accurately, efficiently, and within established deadlines.
- Knowledge of and experience with Canva.
- Strong attention to detail.

Language Skills: Ability to read, interpret, and comprehend complex instructions and correspondence; prepare professional written communications; and effectively communicate in one-on-one or small group situations with students, employees, vendors, and leadership, including individuals from diverse backgrounds.

Mathematical and Analytical Skills: Ability to perform mathematical calculations involving addition, subtraction, multiplication, division, rates, ratios, and percentages, as well as interpret financial data, reports, and charts.

Reasoning and Problem-Solving Skills: Ability to apply sound judgment and common sense when following detailed written and verbal instructions, analyzing information, and resolving problems in a variety of situations.

Computer Skills: Proficiency in Microsoft Office and Google Workspace applications, particularly spreadsheet and word processing software, with the ability to learn and effectively utilize various software systems.

Physical Demands: Must be able to meet the physical demands necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Attendance: Regular, daily on-campus attendance is required. This is not a remote position.

Interested applicants please provide a resume and cover letter to HRapplications@kuyper.edu

Also, please visit our website at www.kuyper.edu

Thank you for your interest in Kuyper College

11/13/2026