BERGEN COMMUNITY COLLEGE
JOE DESCRIPTION

TITLE: Senior Financial Analyst - Payroll

DEPARTMENT: Finance/Administrative Services

FUNCTION: Analyzes, coordinates and independently performs advanced level of technical, professional and analytical work involved in processing payroll, which includes functional areas of reporting, taxation, and wage and hour compensation. Responsible for overseeing payroll operations and implementing process improvements. Ensures timely submission of all payments and reports relating to Payroll.

REPORTS TO: Manager, Payroll

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:
1. Analyzes problems, identify alternative solution and project consequences of proposed actions.
2. Audits employee pre and post payroll balancing and controlling earnings and deduction totals.
3. Performs daily general ledger accounting, financial reporting and analysis; researches, analyzes and explains variances and resolves related inquiries.
4. Produces periodic management reporting of financial results.
5. Reconciles and analyzes Balance Sheet accounts and calculates accruals.
6. Prepares journal entries; audits and posts proposed entries and maintains chart of accounts.
7. Performs complex accounting functions for internal office departments and programs.
8. Prepares, reviews and completes month-end, quarter-end and year-end closing process and documents; reviews financial reports on a periodic basis and verifies accuracy and fiscal solvency.
9. Executes statistical analysis of cash flow; monitors and evaluates cash flow for appropriateness to ensure fiscal solvency and accountability.
10. Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
11. Manages request to set-up and/or change direct deposit information, Employee tax withholdings, including the verification of required locality tax.
12. Researches both federal and state laws and regulations regarding taxes and payroll withholding procedures.
13. Prepares payroll quarterly/yearly tax filings (941, 940) and assists with all monthly, quarterly, fiscal, and annual year-end payroll and tax processes.
14. Furnishes complex financial reports as mandated by the administration, New Jersey Department of Education, and other agencies.
15. Assist with keep updates on IRS/Tax rulings effecting payroll activity.
16. Assists with development of new or revised cross-departmental integrated processes and tests of system upgrades and patches developed by software vendor or internally as needed.
17. Formulates and monitors timelines to meet strict deadlines in reporting regulations; reviews grant letters, funding and entitlement reports; reviews and verifies statistical and financial information including independent audit reports and long-term debt documents.
18. Maintains a high degree of knowledge concerning technical operations and systems activity.
19. Assists in development of training activities such as software applications, payroll and wage and hour practices, etc.
20. Performs additional tasks or duties as assigned by the Payroll Manager and the Executive Director of Finance.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Requires knowledge of generally accepted accounting principles and procedures in governmental agencies; Standardized Account Code Structure (SACS); use and application of online payroll/accounting systems; standard software applications related to payroll applications; statistical methods, technical writing, and related record keeping. Has intermediate proficiency in the use of the Microsoft Office suite with advanced capabilities in Excel. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s Degree in Accounting, Finance, or related field.

Experience: Minimum of 5 years of related experience; background with institution of higher education a strong plus.

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