TITLE: Senior Payroll Assistant

DEPARTMENT: Accounting/Administrative Services

FUNCTION: Administers payroll activities for the College including maintaining, collecting, calculating and entering data. Prepares reports, resolves issues and discrepancies, and handles employee questions.

REPORTS TO: Manager, Payroll

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Maintains payroll information by collecting, calculating, and entering data.
2. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
3. Prepares summary reports by compiling earnings, taxes, deductions, leave, disability, and nontaxable wages information.
4. Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
5. Collects and analyzes information to resolve payroll discrepancies.
6. Acts as front line customer service for employees and answers questions, handles requests, and resolves payroll issues and discrepancies.
7. May prepare and issue paychecks.
8. Maintains employee confidence and protects payroll operations by keeping information confidential.
9. Performs additional tasks or duties as assigned by the Payroll Manager or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses knowledge of payroll practices and procedures. Has basic proficiency in the Microsoft Office suite. Exhibits strong skills in:
• Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning

**Education:** High School Diploma required

**Experience:** Minimum of 1 year of experience working in a Payroll function

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: ___________________________ Date: ____________
Name/Title

Approved by: ___________________________ Date: ____________
Name/Title

Reviewed by: ___________________________ Date: ____________
Human Resources

Board Approval: ___________________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE.