TITLE: Senior Payroll Generalist

DEPARTMENT: Accounting/Administrative Services

FUNCTION: Administers payroll activities of the centralized payroll department in carrying out the responsibility for payroll preparation/processing, tax reporting and payroll system maintenance, ensuring that all processes are executed appropriately and in a timely manner. Ensures adherence to all government tax codes and regulations, employment contracts and generally accepted accounting principles. 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, and savings deductions.
3. Prepares summary reports by compiling earnings, taxes, deductions, leave, disability, and nontaxable wages information.
4. Prepares pension filings, banking activity, general ledger journal entries.
5. Well rounded understanding of human resources interfaces, and college faculty.
6. Ability to assist with payroll quarterly/yearly tax filings (941, 940).
7. Assist with keep updates on IRS/Tax rulings effecting payroll activity.
8. Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
9. Collects and analyzes information to resolve payroll discrepancies.
10. Acts as front line customer service for employees and answers questions, handles requests, and resolves payroll issues and discrepancies.
11. May prepare and issue paychecks.
12. Maintains employee confidence and protects payroll operations by keeping information confidential.
13. Performs additional tasks or duties as assigned.
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
- Familiar with Colleague Computer/ADP payroll systems.
- Computer literate
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Associate and/or Bachelor’s degree in business or accounting required.

Experience: Minimum of 5+ years 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