



## **PAYROLL SPECIALIST**

### **PART-TIME, REGULAR**

Eastern Gateway Community College welcomes applications for the part-time Payroll Specialist position. The Payroll Specialist position is responsible for the collection, review, and input of authorized time worked to compile payroll for multiple groups of employees. The position also researches pay related issues and produces reports as needed. The Payroll Specialist will be based at our campus located in Steubenville, Ohio. The Payroll Specialist will be expected to travel periodically to professional development opportunities related to payroll operations, and to other state or association meetings as requested.

**Hourly Wage: \$10.55**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Collect, compile and verify documents and electronic entries for processing payroll of newly hired workers, and changes in wage rates and occupations of employees.
- Creates and distributes the part-time hourly, full-time hourly and semi-monthly pay schedules on an annual basis.
- Updates and distributes new hire/updated tax packets on an annual basis.
- Collect, compile of all time sheets and leave documents; ensure application of leave requests against accrued balances and notify payroll supervisor of any issues.
- Brings any discrepancies in time sheets to the attention of the payroll supervisor.
- Prepares documentation for approval by Executive Director of Finance or designee of all payroll related expenses, including but not limited to transfers local, state and federal withholding, fringe benefits, retirement etc.; provides assistance with submitting payments to same.
- Investigates payroll related complaints and reports findings to payroll supervisor.
- At the direction of the payroll supervisor will communicate overpayments and options for repayment to employees.
- Reconciles outstanding payroll checks by contacting payees
- Gathers and prepares payroll reports for special internal and external requests.
- Enters payroll related data into payroll and HR information systems
- Processes special pays including but not limited to, stipends, waiver and bonus payments.
- Other duties as assigned.

*The above duties are not all-inclusive, rather they illustrate the type of work assigned to a position incumbent. All listed duties are considered essential functions of the job. Responsible to participate in implementing, coordinating, documenting and advocating assessment as it relates to the position.*

### **EDUCATION & EXPERIENCE:**

- Associates Degree in Accounting or related field or at least five (5) years of payroll experience.
- A different combination of education and experiences may be acceptable if deemed equivalent.

### **SKILLS & ABILITIES:**

- Familiar and competent with computerized payroll accounting/HR software and databases.
- Must be able to tactfully and rationally deal with confrontational situations related to payroll without personalizing.
- Must be able to perform clerical work including maintenance of financial records, basic computation and entries with speed and accuracy.
- Must possess the ability to work in and among departments and build effective working relationships with a diverse group of employees across multiple sites.
- Must be able to communicate effectively, both orally and in written form; possess a high level of integrity; be self-motivated, dependable and outgoing in interactions with others.
- Must be able to maintain confidential information.
- Must be able to establish/meet appropriate deadlines with little or no supervision.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

Heather Thomas  
[hthomas@egcc.edu](mailto:hthomas@egcc.edu)

\*Internal applicants should include an Employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.