

## **PAYROLL SPECIALIST**

Part-Time Regular

The part-time *Payroll Specialist* position is responsible for the collection, review, and input of authorized time worked for compiling payroll for multiple groups of employees. The position also researches pay-related issues and produces reports as needed. This position is based at our campus located in Steubenville, Ohio but may require occasional travel to our Youngstown campus. Expected 25 hours of work per week.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Collects, compiles and verifies 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.
- Collects and compiles all time sheets and leave documents; ensures application of leave requests against accrued balances and notifies 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 of local, state and federal withholding, fringe benefits and retirement; provides assistance with submitting payments for these.
- Investigates payroll-related complaints and reports findings to payroll supervisor.
- At the direction of payroll supervisor, communicates 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 and waiver and bonus payments.
- Other duties as assigned.

### **EDUCATION & BACKGROUND:**

- Associate's Degree in Accounting or related field or at least five (5) years of payroll experience.
- A combination of experience and education which provides the required knowledge, skills and abilities to perform the duties will be considered.

### **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.
- Must be able to perform clerical work including maintenance of financial records, basic computation and data entries with speed and accuracy.
- Must be able 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 writing; 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.

To apply please forward a letter of interest, your resume, and the names and contact information of at least three professional references to Human Resources at:

**careers@egcc.edu**

Internal applicants should include an employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

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