

Payroll Specialist

Position Summary: The Payroll Specialist is responsible for assisting in administration of payroll including time and attendance, leave, payroll taxes, garnishments, and other reporting requirements.

Essential Functions:

- Assist in running of bi-weekly payroll
- Assist in maintenance of time keeping software
- Assist employees with payroll related questions
- Assist in preparation of quarterly tax filings
- Assist in preparation of employee W2s
- Assist in employee leave administration
- Serve as backup on all functions for Payroll Administrator
- Review bi-weekly payroll reports
- Assist with labor redistributions

Other Responsibilities:

- Distribute timesheets
- Maintain payroll files
- Other duties as assigned

Desired Qualifications

- Bachelor's degree
- Ability to communicate with all employees
- Exceptional organizational skills
- Detail oriented
- Banner experience
- Knowledge of Microsoft Office Suite

Reports to: Payroll Administrator

FSLA Status: Exempt