

JOB DESCRIPTION

TITLE: Part- Time Payroll Coordinator

DEPARTMENT: Accounting

JOB SUMMARY:

Responsible for accurate and timely processing of payroll. This role involves maintaining payroll records and ensuring compliance with federal, state, and local tax regulations. This position is 21 hours per week and is eligible for the Institute's benefit package.

ESSENTIAL DUTIES:

The following is a list of essential duties, which may be subject to change at any time and without advance notice. Management may assign new duties, reassign existing duties, or eliminate a function.

- Administer the Institutes bi-weekly payroll through a third-party payroll company (Paychex) including updating employee salary information and deductions for health insurance, flexible spending, dependent care, transit checks, 403b contributions, etc.
- Work closely with HR and ensure employee records are accurate in Paychex.
- Prepare monthly allocations for the Institute's group health and life premiums.
- Review, monitor, and remit the Institute's retirement plan contributions.
- Ensure timely and accurate preparation and submission of W-2s and other year-end tax filings.
- Perform monthly account reconciliations and journal entries for payroll, healthcare, flexible spending, dependent care and related accounts, etc.
- Support HR manager in open enrollment processes.
- Assist with financial statement, 403b, and workers compensation audits.
- Assist with special projects as assigned by the Controller, CFO or HR Manager.
- Serves as back up for other accounting functions as directed by the Manager.
- Perform other duties as assigned to meet organizational goals and objectives.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- HS Diploma, Associates a plus
- Minimum of two years payroll processing experience in a corporate environment
- Experience with payroll matters and outsourced payroll systems (Paychex experience preferred), including a strong understanding of payroll taxes and benefits.
- Proficient in accounting software (Great Plains preferred) and Microsoft Excel.

Other Skills/Abilities:

DISCLAIMER: The information included in this position description is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

- Strong attention to detail and excellent organizational skills.
- Ability to maintain confidentiality and handle sensitive information.
- Effective communication and interpersonal skills.

Language Skills:

- Strong command of the English language, written and oral.

Technical Skills:

- Ability to handle detail work with a high level of accuracy.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.