

Alverno College-Exempt Position Description
Sr. Payroll Specialist

<u>Position Title:</u>	Sr. Payroll Specialist	<u>Date:</u>	December 2024
<u>Department:</u>	Human Resources	<u>Status:</u>	Full time
<u>Reports To:</u>	Director of Human Resources		

Position Overview: Reporting to the Director of Human Resources, the SR. Payroll Specialist serves as the expert in payroll preparation and processing, reporting and reconciliation as well as maintaining payroll data in the ADP Work Force Now HRIS System. The position is responsible for identifying process improvements related to payroll and creating/maintaining documentation and training for internal users.

Responsibilities:

- Ensures the timely and accurate processing of the Alverno's bi-weekly payroll for hourly and salaried employees, students, and adjunct faculty. salary deferrals and deductions, variable, and incentive payments, withholding orders and garnishments, and payroll account reconciliations.
- Coordinates to ensure proper flow and maintenance of employee data; manages the electronic timekeeping system and ensures valid data transfers.
- Resolves issues associated with ACH reversals, stop payments, refunds, voids, and adjustments.
- Assist ADP Comprehensive Services with quarterly/year-end preparation and W2 processing.
- Administrative user within the HRIS system (ADP); verifies new hires and terminations and performs employee maintenance to include transfers, address changes, pay rate changes, direct deposit, etc...
- Perform detailed review and analysis before, during, and after processing to ensure accuracy and compliance with internal policies and controls as well as external regulations and requirements.
- Complete unemployment verifications/correspondences, reference checks, employment verifications, and any other miscellaneous payroll-related administrative tasks and actions
- Maintain/track payroll-related materials for personnel files as required and responding to payroll inquiries from state/government agencies.
- Audit work and identify opportunities for improving procedures and systems.
- Provide customer service that is solution-focused and serve as the primary contact for questions from departments relating to timesheets and payroll.
- Communicate HR policies, procedures, laws, standards, and other government regulations to employees.
- Comply with federal, state, and local legal requirements by keeping current on existing and new legislation and policies.
- Other responsibilities and duties as assigned by management to ensure the effective utilization of the company's resources and to ensure customer satisfaction.

Skills & Qualifications:

- Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Implement actions to create a highly engaged, high performing, and inclusive work environment across the Alverno College organization.
- Strong project management and organizational skills in which attention to detail and the ability to prioritize and manage multiple tasks/projects on time is essential and with little supervision.

- Broad knowledge of policies and legal requirements regarding employment, payroll, benefits, and employee relations
- Must have a working knowledge and understanding of how to apply relevant laws and regulations relating to payroll within the United States
- Exceptionally detail-oriented with a keen attention to detail and emphasis with numbers
- Exceptional communication skills and the ability to communicate effectively with all stakeholders (internal and external), excellent situational adaptability.
- Exceptional interpersonal skills and ability to navigate organizations to build relationships and garner support; ability to work collaboratively with cross functional teams.
- Ability to work independently and efficiently; exercise initiative, resourcefulness, and good judgement; ability to maintain a high level of confidentiality.
- Flexible and comfortable working under pressure in a fast-paced environment
- Maintain current professional and technical knowledge in the field through professional education and activities.
- Ability to read, write, and speak English; perform basic mathematical functions (add, subtract, multiply and divide)
- Follow oral and written instructions and communicate effectively with others in both oral and written form.

Education & Experience:

- Required
 - Associates degree or Bachelor's degree from an accredited university, with a major in Accounting, Finance, or a related field
 - Four years of payroll processing experience, including the full payroll cycle and year-end process
 - Highly proficient in the use of the Microsoft Office Suite of products: Excel, PowerPoint, Word, Access, Outlook
- Preferred
 - Previous experience with ADP Workforce Now
 - Previous experience with higher education
 - Previous experience with other Enterprise Systems a plus
 - FPC or CPP certification, as identified by the American Payroll Association
 - HR Generalist experience with payroll experience a plus
 - PHR, as identified by HRCI or SHRM-CP, as recognized by SHRM a plus.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and a list of three references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.

***The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

***We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*