

- 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.*