



Notice of Open Position

<b>Job Title:</b>	Payroll Specialist	<b>Unit:</b>	OPEIU-Confidential (Grade 7 + 10%)
<b>Posting Number:</b>	COPU-41-19-0620-V	<b>Supervisor:</b>	Deputy Director of Accounting
<b>Department:</b>	Finance	<b>Annual Salary:</b>	\$62,556.40

**Position Summary:** The confidential payroll specialist provides support relating to employee payroll, tax reporting processes and other personnel actions and policy matters, including contract negotiations. The payroll specialist will handle matters relating to day-to-day payroll functions and will be responsible for the preparation and processing of the bi-weekly and semi-monthly payrolls, in addition to all related regulatory and tax matters.

- Position Responsibilities:**
- Review and update employees’ deduction record in Ascentis payroll according to instructions from Human resources, Quorum and any other deduction changes (pre-tax transportation/parking, dependent care, employee benefits, etc.).
  - Process changes initiated from human resources and Employee Self -Service (direct deposit and withholding) in Ascentis Payroll.
  - Set up new hire employee numbers in the general ledger and review the compensation record.
  - Calculate prorated salary for mid period step increases and new hire dates.
  - Import data from NOVA Time for hourly employees and review overtime sheets for accuracy.
  - Update pension log upon receipt of information from Quorum (new loans/ final loan payments, 401k/ROTH contribution rate changes, loan pay offs).
  - Generate payroll reports and register and review them for accuracy; resolve discrepancies.
  - Serve as the customer service liaison on payroll issues involving a broad range of payroll transactions; handle pay related calls and inquiries from employees.
  - Calculate and enter adjustments in semi-monthly/bi-weekly salary batch (longevity, vacation buybacks, prorated salaries, differential, vacation payouts, severance, group term life insurance premiums etc.).
  - Create data files to prepare and import taxable/non-taxable per diems; run integration processes to record payroll journal entries into the accounting system; scan and file supporting documents.
  - Prepare vouchers for payroll liabilities including the review of supporting documentation and compliance with governing agency requirements.
  - Support the preparation of quarterly and annual IRS regulatory filings (W-2, 1099, 941, etc.); and adjust the employee accumulated balances in Ascentis Payroll as necessary.
  - Perform other duties as assigned.

- Knowledge, Skills and Abilities:**
- Bachelor’s degree and three (3) years of relevant work experience required.
  - Knowledge of payroll operations and processes preferred.
  - Good written and verbal communications skills.
  - Good interpersonal skills including the ability to maintain a professional manner when dealing with difficult situations.
  - Reliable attendance record and ability to work independently.
  - Good organizational skills including ability to prioritize competing demands based on general instructions and own knowledge.
  - Proficient word processing ability and advanced knowledge of spreadsheet software.
  - Commitment to social and economic justice; view unions as a force for positive change.
  - General knowledge of federal regulations pertaining to payroll matters.
  - Knowledge of Microsoft Dynamics Great Plains or Ascentis Payroll software is a plus.

**Work Environment:** The work is generally performed in an office environment with minimal travel.

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**How to Apply:** Applicants should submit a cover letter and resume to the director of human resources via the following link: [https://www.appone.com/MainInfoReq.asp?R\\_ID=3028417](https://www.appone.com/MainInfoReq.asp?R_ID=3028417).

**Internal Posting Period:** There is no internal posting period. Applicants will be considered as they apply.

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