

POSITION: Payroll Accountant

STATEMENT OF DUTIES: This position provides accounting support for the Payroll Department.

SUPERVISION RECEIVED Reports to Payroll Manager

DUTIES AND RESPONSIBILITIES:

- Reconciles the Office of Group Benefits Monitoring Report to ensure proper deductions/payments are made for Employees' Health Insurance.
- Supports the Payroll Manager in the bi-weekly processing of payroll. Act as back up for processing payroll, in the absence of the Payroll Manager. Assists all faculty and staff with timesheet and payroll approval queue issues.
- Reconciles all payroll related General Ledger accounts, the deferred pay for 9-month employees. Reconciles the bi-weekly payroll and processes all manual feeds from the Banner HR system into Banner Finance.
- Provides information to the Payroll Manager and assists with the preparation of requests for deduction refunds and deduction catch-ups.
- Other duties as required by the Payroll Manager and/or Controller

QUALIFICATIONS:

- Minimum Education: Bachelor's Degree in Accounting, Finance, or related field.
- Prefer Qualifications: Experience in Higher Education.
- Minimum Work Experience: Three years of professional level experience in payroll accounting. Strong reconciliation skills.
- Preferred Work Experience: Minimum of one year of professional level experience with Banner Finance/HR environment.

To apply, go to https://careers.dcc.edu/applicants/jsp/shared/Welcome_css.jsp
(Payroll Manager)