

## **WARTBURG COLLEGE POSITION DESCRIPTION**

### **Title of Position – Payroll Accountant**

**Preparation Date:** July 11, 2019

#### Function of Position:

Responsible to the Controller for processing monthly payroll in an accurate and timely manner and performing other payroll and accounting related tasks. This is a full-time, twelve-month position and includes excellent benefits.

#### Principal Duties and Responsibilities:

- 1) Prepare, enter, upload, process, and generate monthly payroll for faculty/staff ensuring all related records are processed and maintained accurately, including review of punches and time off accruals in Kronos for exempt and non-exempt staff. (35%)
- 2) Assist the Business Office with investment and other monthly accounting, including processing and recording transactions, recording journal entries, performing reconciliations and providing various reports to appropriate individuals. (15%)
- 3) Gathers data to create and distribute payroll reports as needed to appropriate department leaders. Prepare various government reports such as quarterly 941's, state unemployment forms, unclaimed property, worker's compensation audit, W2 processing, and payroll sections of 990 and 990-T. (15%)
- 4) Maintain cafeteria plan records and payroll deductions. Approve moving expenses for reimbursement and tax accordingly. Initiate payroll tax and other vendor payments related to payroll on a timely basis. This includes federal and state withholding, garnishments, retirement plan contributions, etc. (10%)
- 5) Produce accurate journal entries for posting to the general ledger for payroll and benefits. Monthly reconciliation for retiree accounts, COBRA payments, self-insurance vendor payments, balancing salary accruals, etc. (10%)
- 6) Assist with processing of student payroll and serve as the back up to student payroll. (5%)
- 7) Prepare audit work papers for payroll and benefit related items including May paid in June and July, salary accruals, PTO accruals, etc. (5%)
- 8) Other duties as assigned. (5%)

#### Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

#### Minimum Qualifications:

Requires Bachelor's degree in Accounting or Finance; five years of experience in accounting and three years of experience in processing payroll. Demonstrated knowledge and application of accounting standards (FASB). Significant organizational and technical skills, attention to detail; computer/database experience. Ability to practice a high level of confidentiality, take initiative and meet deadlines. Strong written, oral and interpersonal skills; ability to establish and maintain effective communications with faculty, staff, and other offices.

#### Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

***Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.***