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**STAFF ACCOUNTANT-PAYROLL**

**BUSINESS AND FINANCIAL AFFAIRS**

**REPORT TO: Comptroller**

**E CLASS:** FT 12 Month

**FLSA:** Exempt

**PURPOSE:**

The Office of Business and Financial Affairs invites applications for the position of Payroll Accountant. This position is responsible for processing bi-weekly and monthly payroll schedules, preparing reports, analyzing, and reconciling data to ensure the accuracy of payroll postings and accounts; as well as validating the accuracy of changes to employee records, including new hires, promotions, transfers, leave, and pay adjustments to ensure system data is matched with the accounting system.

**REQUIRED QUALIFICATIONS:**

* Associate Degree in Accounting, Business Administration or a closely related field required.
* Three (3) years of experience in payroll is required.
* Experience in accounting or business operations is a plus.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

* Coordinate the monthly payroll process to ensure accuracy and timeliness of all payments.
* Compute and balance the monthly payroll for the college; prepare for printing the payroll checks and direct deposit advices; audit leave and payroll records ensuring compliance with college policies, procedures, and regulations; prepare and balance payroll reports.
* Process personnel and payroll transactions making appropriate adjustments to the college’s payroll system; coordinate payroll information with the human resource office.
* Process and calculate a variety of payroll actions including wage garnishments, incentive pay, benefits withholding, overtime hours, and worker’s compensation claims; oversee distribution of payroll checks.
* Prepare and distribute various reports and paperwork related to the payroll function; verify and distribute employee deduction checks to appropriate vendors; verify employee and employer wages subject to Federal and State taxes, FICA, and retirement deductions.
* Prepare quarterly tax reports for distribution to various governmental agencies; balance, print, and oversee distribution of W-2 forms for college employees; assist with all year-end reports related to payroll.
* Provide employees with specific information in regard to their individual payroll records and/or institutional policies, as well as laws and regulations relating to payroll issues.
* Invoice the Foundation on a monthly basis for all approved expenditures.
* Key in journal entries for electronic deposits and other transactions.
* Responsible for completing bank reconciliations in a timely manner
* Review the Daily Cash Analysis package and prepare the daily bank deposits
* Participate in the fiscal year-end close process by providing reports to the Director of Business Operations necessary to facilitate the preparation of payroll accrual entries, compensated absences entry, and verification of other payroll-related liabilities.
* Other duties as directed.

**KNOWLEDGE, SKILLS & ABILITIES:**

* Must possess the ability to communicate effectively with faculty, staff, students, and the general public.
* Must be self-directed with the ability to investigate and solve practical problems without direct instruction or supervision.
* Must possess strong computer skills, including Microsoft Excel and Word; experience with Colleague/Datatec/Ellucian preferred.
* Must have the ability to use a calculator with a high degree of accuracy, utilize mathematic formulas, and follow verbal and written instructions.

**WORK ENVIRONMENT:**

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects.

**TRAVEL:**

Travel may be required.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

Miles College is anequal-opportunityy employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law.  Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, [titleix@miles.edu](mailto:titleix@miles.edu). For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](https://www.miles.edu/title-ix).