MAJOR PURPOSE:
Under the general supervision of the Controller, performs payroll related functions and manages fixed assets with other duties assigned.

PERFORMANCE MEASUREMENTS
1. Maintains all aspects related to the semi-monthly payroll, including but not limited to the maintenance of records such as entering new hires into the payroll system; posting changes in pay; and making appropriate changes in compliance with internal WJU policies and external local, state and federal income tax regulations.
2. Processes payments to employees on a scheduled basis, including creating paper checks/direct deposit vouchers and creating reports to ensure the accuracy of payroll processing.
3. Audits and keeps records of federal and state income taxes and FICA taxes (especially as it relates to minister-employees); reconciles with IRS 941 forms.
4. Maintains and audits Vacation/Sick accrual balances, and EE/ER contributions to retirement, LT/ST disability, payroll donation deductions and health insurance.
5. Calculates IRS, FTB, and other garnishments in accordance with regulations.
6. Processes deductions from #4 and #5 and disburses payments in a timely manner.
7. Interfaces with the University’s payroll service provider (currently Paycom), for accounting/management data; initiates modifications/enhancements and assists employees with their access to employee and/or supervisor portals.
8. Ensures accuracy of W-2’s, including distribution and reprinting.
9. Maintains employee confidence and protects payroll operations by keeping information confidential.
10. Maintains accounting records for fixed assets in the accounting software (currently MS Dynamics GP), including tagging fixed assets and physical inventories.
11. Maintains personnel and capital expenditure records in the budgeting software (currently Adaptive Planning).
12. Consults with the Controller regarding major policy decisions, major expenditures and unusual problems; coordinates payroll changes with Human Resources.
13. Performs other duties as needed and as are assigned by the Controller.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
• Two-year or four-year college degree in Accounting/Business or equivalent education, and two to four years of payroll experience preferred. Prior experience or familiarity in post-secondary environment and non-profit is highly desirable.

REQUIRED KNOWLEDGE:
• Current methods, practices, and terminology used in payroll, financial, and statistical and record keeping; bookkeeping practices; business mathematics.
• Hands-on knowledge of payroll and accounting software (Paycom, MS Dynamics GP, and Adaptive Planning preferred) and Google email/calendar applications.
• Wage and Hour laws.

SKILLS/ABILITIES:
• Computer knowledge and skills to utilize various programs and software for word-processing, spreadsheets, website applications.
• Ability to work independently and have a strong understanding of the theoretical and practical components of the position apart from just being familiar with performing assigned tasks.
• Strong attention to detail, good organizational skills, ability to meet tight deadlines and a strong team player.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private, Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support the William Jessup University statement of personal Christian faith without reservation.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop; and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 30 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

____________________________________  ________________________
Employee Signature                   Date