

SMWC Staff Position Opening

Posting Date: May 17, 2017

Date Available: July 1, 2017

Department: Business Office/Human Resources

Position Title: Accounts Payable/Payroll Specialist

Job Description:

Summary:

Responsible for managing accounts payable including check requisition processing, data entry, and general ledger accounting. Responsible for corresponding with outside vendors, faculty, staff, and students regarding accounts payable, credit card reconciliations, tax filings, and other related matters. Works closely with the Associate Controller to gather financial information for both external audits and internal reporting purposes.

Manage the payroll software system. Review and import employee time cards, time off, court ordered garnishments, child support, and benefit contributions into the payroll system. Responsible for preparing journal entries and payroll reports for departments and audits. Assist the Director of Human Resources as needed.

Job Responsibilities:

Accounts Payable

1. Processes account payables including invoices, check requisitions, purchase order for payment, and prepares and records journal entries through the accounts payable system.
2. Administrator for College credit card and manages all other credit cards held by the College including all issues regarding the accounts.
3. Prepares and maintains all Business Office tax related filings, including preparation of 1099s, sales and innkeeper tax, W9s, and tax exemption certificates.
4. Assists Associate Controller by gathering and inputting data as necessary for internal financial spreadsheets, audit, and Board of Trustee purposes.
5. Corresponds with all departments and vendors to research and resolve any accounting matters including for check requisitions, budget transfer, purchase orders, and credit cards.
6. Responsible for oversight of licensing of all campus vehicles.
7. Maintains a cash drawer.
8. Serves as a backup for Student Accounts/Accounts Receivable.

Payroll

1. Processes various payrolls, review time entry and communicates with supervisors on time approval, prepares reports, and spreadsheets for journal entries.
2. Review time entry and communicate with supervisors on time approval, monitors time off, court ordered garnishments and child support, insurance, retirement, and time off through the payroll software.
3. Processes manual checks as needed.
4. Responsible for preparing payroll spreadsheets for journal entries.
5. Provide payroll information for the College, Federal Workstudy, and Workers Compensation audits.
6. Create and compile internal management reports for office and distribution to other departments.
7. Responsible for posting the payroll deduction contributions, process unemployment payments, and benefit payments.
8. Other duties as assigned.

Minimum Qualifications & Experience:

1. Associates degree preferred. Experience may substitute for education
2. Minimum of 4+ years accounts payables and payroll experience.
3. Proficiency in payroll, timekeeping and reporting.
4. Working knowledge of payroll practices, labor and tax laws.
5. The ability to learn and manage software associated with accounts payables and payroll.
6. Strong accounting skills, payroll and efficient use of Microsoft Office Programs and the ability to learn and utilize other computer software applications.
7. Must exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
8. Excellent communication, both written and verbal, customer service and problem resolution skills are required.
9. Able to address and resolve complex customer issues with tact and diplomacy.
10. Self-motivated and flexible with the ability to manage multiple projects in a fast-paced environment

Working Conditions

- Normal office environment
- High attention to detail and the ability to meet deadlines
- Must be self-motivated able to work independently and also as an integrated team
- Work requires tact, discretion and confidentiality
- Able to handle multifunctional tasks
- Capable of working in a fast-pace environment

Job Classification: Level	<u> 4 </u>	Exempt	<u> </u>	Non Exempt	<u> X </u>
Full Time	<u> X </u>	Part Time	<u> </u>	Temporary	<u> </u>
12 Months	<u> X </u>	9 Months	<u> </u>	Other	<u> </u>

To apply, email cover letter, resume including three professional references to: employment@smwc.edu. Review of applications will begin immediately and will continue until the position is filled. AA/EOE