



Payroll Administrator Job Description

Job Title: Payroll Administrator
Job Class: Support
Department: Business Office
Reports To: Chief Financial Officer
FLSA Status: Non- Exempt
Approved By: WSCC President
Approved Date: 3/24/21

I. Position Purpose

The Payroll Administrator is responsible for managing all aspects of payroll in a timely and accurate manner. The Payroll Administrator is a member of the business office team and is responsible for supporting accounts payable and receivable functions and projects assigned by the chief financial officer or designee.

II. Duties and Responsibilities

MANAGE PAYROLL: The Payroll Administrator verifies, inputs, and processes the College's payroll. The Payroll Administrator reviews and ensures the accuracy of approved timesheets; tracks and deducts garnishments, retirement, foundation, insurance premiums, and other employee deductions; reviews and approves insurance billing for payment; and maintains banking information for direct deposit payroll. The Payroll Administrator will work with Human Resource staff and other departments to ensure proper flow and maintenance of employee data.

MANTAIN GOVERNMENTAL REPORTING COMPLIANCE: The Payroll Administrator will manage and prepare quarterly and annual reports including processing and filing W-2s at calendar year end. The Payroll Administrator will coordinate and provide documents for annual audit. The Payroll Administrator will prepare and submit STRS, SERS, TIAA, and other reports.

PROVIDE ADMINISTRATIVE SUPPORT: The Payroll Administrator will assist with the day-to-day operations of the Business office including the preparation and processing of tasks related to accounts receivable and accounts payable. The Payroll Administrator will provide assistance with projects, conduct research of changing and emerging trends in payroll and benefit compliance, assess processes, and make recommendations for improvements to ensure success in meeting the College's mission and goals.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE: The Payroll Administrator will demonstrate professionalism and provide quality customer service in accordance with the College's values. This includes maintaining positive working relationships and communication, confidentiality, accurate records, and an organized and safe working environment. Additionally, it includes exhibiting flexibility, a willingness to learn, ability to change, and maintenance of current payroll skills.



COMPLETE OTHER DUTIES AS ASSIGNED: The Payroll Administrator will assist with additional duties as assigned by the supervisor.

III. Qualifications – Education, Experience, and Skills

- Minimum of an Associate's degree in Business Administration/Finance or related field from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Minimum of 3 years of demonstrated experience in a payroll function. Payroll/benefits certification preferred.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).