



POSITION ANNOUNCEMENT

Payroll Accountant

The primary purpose of this position will be to work with little to no supervision performing work relating to payroll, and any other accounting functions according to established procedures or as directed by the Director of Finance and Business Services. Willingness to assume responsibility for accuracy of work performed is mandatory. Must be able to maintain confidentiality, relate to others in a courteous manner, and provide exemplary customer service. This is a full-time, 40 hours per week position; hours may vary due to operational situations.

SKILLS AND QUALIFICATIONS

Education and Experience: Associate degree in Accounting or related field required with related experience in a computerized payroll system preferred.

Necessary Knowledge, Skills and Abilities: Must have knowledge of accounting practices, including the ability to read and understand accounting entries. Knowledge of appropriate computer application software, e.g., spreadsheet and word processing, are essential; Banner experience preferred. Remain current, familiar and compliant with all Federal, State and local laws regarding payroll. Handle confidential matters with respect; a professional customer service focus is a must. Good verbal and written communication skills are also important.

A complete job description is attached.

Interested candidates should submit letter of interest and updated resume in Word or PDF format. All such information should be submitted to careers@northweststate.edu using "Payroll Accountant" as the subject line.

For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on "Community" then "Employment Opportunities."

Office of Human Resources
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 10/24/16



POSITION TITLE: Payroll Accountant

DEPARTMENT: Business Office

APPOINTING AUTHORITY: Chief Fiscal and Administrative Officer

SUPERVISOR: Director of Finance & Business Services

GRADE LEVEL: Graded - Grade V; Non-Exempt

GENERAL PURPOSE

The primary purpose of this position will be to work with little to no supervision performing work relating to payroll, and any other accounting functions according to established procedures or as directed by the Director of Finance and Business Services. Willingness to assume responsibility for accuracy of work performed is mandatory. Must be able to maintain confidentiality, relate to others in a courteous manner, and provide exemplary customer service. This is a full-time, 40 hours per week position; hours may vary due to operational situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Primary person responsible for preparing the college payroll and maintaining all related records, including retirement and benefit forms.
2. Complete all monthly, quarterly and annual payroll reports, including electronic funds transfer for payroll taxes, retirement and benefit processing, etc.
3. Responsible for remaining current, familiar and compliant with all Federal, State and local laws regarding payroll.
4. Must remain current on legal issues, legal changes and best practices concerning the processing of payroll.
5. Prepare payroll related year-end audit work papers.
6. Perform other related tasks as assigned by the supervisor.
7. Hours may vary and additional hours may be necessary.

PERIPHERAL DUTIES

Must be willing to assist other employees in the Business Office as needed. Perform other duties as assigned by supervisor.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Associate degree in Accounting or related field required with related experience in a computerized payroll system preferred.

Necessary Knowledge, Skills and Abilities: Must have knowledge of accounting practices, including the ability to read and understand accounting entries. Knowledge of appropriate computer application software, e.g., spreadsheet and word processing, are essential; Banner experience preferred. Remain current, familiar and compliant with all Federal, State and local laws regarding payroll. Handle confidential matters with respect; a professional customer service focus is a must. Good verbal and written communication skills are also important.

SUPERVISION RECEIVED

Position is under the direct supervision of Director of Finance & Business Services.

SUPERVISION EXERCISED

None

RESPONSIBILITY FOR PUBLIC CONTACT

Position is in frequent contact with the students and other NSCC employees.

LICENSING AND REGULATION

None Required

TOOLS AND EQUIPMENT USED

Operate computer, 10-key adding machine, and general office equipment. Microsoft Office and SCT Banner are also utilized.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is low.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee.