

Payroll Coordinator

POSITION VACANCY

HUMAN RESOURCES
DEPARTMENT
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“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”

Posting Date: October 30, 2009

Location: May be assigned to any GTCC campus as need dictates.

Appointment Period: Contracts for regular positions are renewable each June 30th after successful completion of probationary period.

Contact Information: Human Resources

Summary: The person in this position is responsible for supervising and managing all payroll functions; responsible for all payroll processes including preparation of payrolls and reporting and accounting for wages, taxes and employee benefits; research tax and benefits reporting requirements; reconcile salary expenses with personnel budgets; interpret and implement college, state, local and federal policies and procedures pertaining to all areas of responsibility; maintain organized records of all payroll and leave transactions; troubleshoot software problems; maintain documented procedures for payroll processes; design and conduct college-wide training workshops; conduct routine internal audits as assigned; implement any changes to payroll/human resources software.

Qualifications:

BA or BS degree in accounting, finance, business or related field.

Seven years general office experience that must include substantial auditing, accounting and analytical related functions.

Experience with processing payrolls in a computerized environment along with direct deposit of payrolls; contracts and benefits for educational institutions of medium to large size employer; hourly and salaried payrolls; and deferred compensation plans.

Proficient use 10-key calculator and PC for spreadsheets, word processing and email.

Possess strong organizational and communication skills.

Ability to maintain confidential records, exhibit discretion and maturity decision-making.

Excellent math skills with strong analytical and problem-solving abilities.

Ability to motivate staff and willingness to assist staff in accomplishing assigned tasks; work independently with minimal supervision; work flexible hours and willingness to exhibit high level of commitment and dedication.

Knowledge of basic payroll laws and accounting.

Customer service experience.

Acceptable credit check and background check required.

Application Deadline: Open until filled.

How to Apply: A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts must be attached to a completed application. *If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript. Application for Evaluation is available at International Education Evaluations, Inc.

ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE