



WESTMONT

Payroll Specialist – Full-time (40 hours/week; 12 months)

Human Resources

Position Summary

Responsible for preparing and processing all college payrolls, and performing all functions related to payroll, ensuring legal compliance.

Qualifications

Requirements include: H.S. diploma and a minimum of 3-5 years experience in payroll administration, BA preferred. Extensive knowledge of CA payroll regulations, practices & procedures; experience utilizing computerized PR systems; experience with UKG preferred. Advanced skills with MS Office Suite; demonstrated problem solving skills; multi-tasking skills to organize and prioritize simultaneous demands while meeting operating deadlines; ability to make mathematical computations with speed and accuracy; ability to compare numbers and detect errors efficiently; customer service orientation – ability to provide high quality, friendly service for all constituents; effective verbal and written communication skills.

Responsibilities

- Administrate payroll for approximately 300 salaried and hourly staff and faculty and 500 student employees in a timely and accurate manner.
- Ensure legal compliance related to CA wage and hour and payroll issues; keep HR/Payroll Team abreast of changes in wage and hour law and payroll updates
- Maintain the integrity of the archival filing system and electronic records on all new, existing and past employees.
- Trouble-shoot UKG software when necessary.
- Perform pre-audit preparation as needed for 403b retirement plan, workers compensation, and any other audits.
- Complete general data entry as needed for payroll purposes.
- Process special request off-cycle payroll checks and check voids.
- Coordinate leave payments such as SDI and Workers Comp
- Respond for third party employment verifications
- Prepare & distribute reports, including PTO,OT/DT, and Break Penalty reports
- Reconcile & submit quarterly P/R taxes, California New Hire Report, garnishments & levies and other payroll-related reconciliation or reporting tasks, in conjunction with UKG system.
- Maintain retirement database and remit funds to custodians
- Input/update tax withholding & direct deposit records
- Process and audit timecards including: identifying missing timecards and contacting supervisors; verifying eligibility for OT and meal breaks, etc. & contacting supervisors re policy
- Coordinate the processing, distribution and reconciliation of W-2 forms with UKG
- Pay withheld gifts to United Way and report gifts by PR deduction to OCA
- Maintain personal computer loan records
- Perform online transfer of Direct Deposit and Pre-note files to the bank
- Process termination check lists and follow-up for final checks
- Act as a positive collaborator and solution finder on the HR/Payroll Team and attend staff meeting

- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deed
- Other duties as assigned by supervisor

Reports to: Assistant Vice President for Human Resources

*** Pay Range:** \$22.07 – \$33.11

** The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.*

Updated: 4.2022