



Adelphoi

OPENING

A full time payroll technician position is available working in Latrobe at the Business Center. This position is required to maintain a strict, time sensitive bi-weekly payroll processing cycle that includes the responsibilities of collecting all timekeeping data, obtaining proper pay authorization and validating the pay cycle data for completeness and accuracy. This includes troubleshooting any discrepancies, making applicable authorized employee based record changes and pay adjustments to produce an accurate payment to each employee for their service provided in an efficient and confidential manner

DUTIES AND RESPONSIBILITIES:

- To ensure the completeness, accuracy and timely completion of the biweekly payroll processing for 650+ employees
- Take ownership of the payroll system administrator role and be accountable for all system setups, maintenance and related troubleshooting
- Manage the processing of garnishments, liens, and other payroll deductions while actively managing related changes to tax filing status, exemptions, tax assignments, direct deposit, payroll allocations and other payroll based changes.
- Maintain current knowledge of applicable state and federal wage and hour laws
- Work closely with supervisors and employees to ensure accuracy in all payroll related records and collaborate professionally to correct any errors
- Compile internal management reports, prepare periodic reports and complete reports upon request
- Complete monthly and quarterly reporting
- Administer the distribution of paychecks, the annual W-2 statement and responsible to safeguard all payroll record retention
- Provide outstanding customer service to agency employees and work closely with them to answer any questions regarding payroll within the appropriate area of expertise
- Assists the finance department with additional duties as needed

Education: High school diploma or GED with a minimum of 2 years' experience working with computer systems. Strong aptitude with numerical computations involving basic math required. Experience using payroll software and knowledge of federal wage and hour laws preferred.