



# Position Description

## Position Title: Payroll Accountant

**JOB PURPOSE:** The Payroll Accountant is the person primarily responsible for ensuring that each payroll is processed utilizing the correct information and ensuring that the payroll information from each payroll is accurately loaded into the accounting module of the ERP. This role includes reviewing time and attendance submissions for non-exempt employees for accuracy, communicating any payroll changes to the payroll processor at the third-party payroll platform, reconciling general ledger accounts for payroll withholding, and ensuring benefits payments match the benefits in the payroll/HRIS system.

| ESSENTIAL FUNCTIONS:                                                                                           | % of time   |
|----------------------------------------------------------------------------------------------------------------|-------------|
| <b>Payroll preparation for processing</b>                                                                      | 35% of time |
| Monitors all payroll requisitions and ensures that all changes are accurately reflected in the payroll system. |             |
| For bi-weekly payrolls, reviews and verifies that hours submitted are accurate.                                |             |
| Serves as the liaison for payroll questions from employees.                                                    |             |
| Ensure all new hires, status changes, or termination of employees are accurately recorded in the system.       |             |
| Review the preview of the payroll to ensure accuracy before approving                                          |             |
| <b>Payroll recording and reporting</b>                                                                         | 30% of time |
| Uploads payroll journal entries into the accounting system                                                     |             |
| Reconciles payroll general ledger accounts on a monthly basis                                                  |             |
| Reviews quarterly and annual tax reporting forms, including W-2s, 941's, etc.                                  |             |
| <b>Non-Resident Alien Tax Reporting and General Accounting</b>                                                 | 35% of time |
| Performs reconciliations of general ledger accounts as assigned or requested.                                  |             |
| Audits benefits invoices to ensure accuracy, and notifies Human Resources of needed changes.                   |             |
| Monitors and prepares reports for non-resident alien tax reporting.                                            |             |
| Performs other reconciliations, as needed or requested.                                                        |             |
| Total                                                                                                          | 100% time   |

## QUALIFICATIONS/SKILLS REQUIRED:

- Bachelor's degree in Accounting or related field *required*;
- Expertise in payroll laws and regulations, including complicated payroll issues such as clergy housing allowance, international tax laws for non-resident aliens, shift differentials, and retirement plans.
- Minimum of five years of progressive experience in payroll and accounting
- Strictest adherence to confidentiality of payroll and personnel data.
- Excellent attention to detail, and analytical, communication and presentation skills.
- Commitment to process improvement; flexibility and willingness to adapt to change.

- Absolute integrity and discretion when handling confidential information.
- Excellent interpersonal skills, including the ability to relate to broad constituencies including staff, administrators, senior executives, and external payroll professionals.
- Enjoy being a part of a community dedicated to the Seminary's mission, working as part of a professional team, and motivating others to develop and achieve.
- Demonstrated initiative and strong work ethic with the ability to work in a fast-paced environment.
- Experience with ADP Workforce Now payroll platform

#### **PHYSICAL / ENVIRONMENTAL DEMANDS:**

This description reflects essential functions of the position; it does not restrict tasks that may be assigned or changed at any time.

**STATUS:** Exempt, Administrator

Prepared by: Jean Hall

Date:

**Princeton Theological Seminary reserves the right to amend this position description at any time.**

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**We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.**