



Position Description

Position Title: Staff Accountant

JOB PURPOSE: This Staff Accountant position is primarily responsible for the entry, reconciliation and recording of payroll and benefits information into the payroll system and the general ledger. The role ensures that the information for each payroll is correct and that the payroll information is accurately loaded into the general ledger. This role includes reviewing time and attendance submissions for non-exempt employees for accuracy, communicating payroll changes to the payroll processor, reconciling general ledger accounts for payroll withholding, and ensuring benefits payments match the benefits in the payroll/HRIS system. This role also serves as the primary resource for nonresident alien tax issues.

ESSENTIAL FUNCTIONS:	% of time
Payroll preparation for processing	30% 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.	
Ensures all new hires, status changes, or termination of employees are accurately recorded in the system.	
Reviews the preview of the payroll to ensure accuracy before approving	
Payroll recording and reporting	25% of time
Downloads payroll GL reports for each pay period, reviews and makes necessary corrections in the reports	
Communicates any corrections needed with the payroll company, or makes the corrections in the payroll system	
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.	
Benefits Reconciliations	25% of time
Verifies that invoices for benefits match the information in the payroll system	
Reconciles benefits withholding and expense accounts to ensure accuracy	
Coordinates communication with the HR department, the third-party payroll processor and benefits coordinator to ensure all parties and systems agree	
Nonresident Alien Tax Reporting and General Accounting	20% of time
Obtains training and maintains knowledge in regulations related to nonresident alien payments, whether as employee compensation or non-compensation payments.	
Monitors and prepares reports for non-resident alien tax reporting.	
Serves as primary liaison regarding tax matters with international students and employees.	
Performs other reconciliations, as needed or requested.	
Total	100% time

QUALIFICATIONS/SKILLS REQUIRED:

- Bachelor's degree in accounting or related field *required*;
- Understanding of 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 three 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.

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.