

## POSITION ANNOUNCEMENT

Madonna University

**Job Title: Payroll Specialist**  
**Department: Human Resources**

**Position Status: Full-time/Salary Non-Exempt**  
**Reports To: VP for Finance and Administration**

### SUMMARY

This position is responsible for processing and reconciling bi-weekly payroll including calculating employee earnings and deductions. Computes monthly benefit premium payments. Maintains electronic fund transfer operations. Monitors and calculates benefit accrual levels. Inputs change of employee rate of contributions for benefits. Uses spreadsheets and word processing software to produce correspondence, reports and other materials. Maintains payroll records and files.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Processes and distributes bi-weekly payroll; computes contract amounts; calculates and processes adjustments to wages; creates and imports time management files for each payroll; inputs all necessary changes to pay data and paid time off (PTO); inputs new hires and terminations; distributes hourly and salary wages between allocated departments.
2. Creates direct deposit file for transfer and distribution of payroll to employee bank accounts. Creates and prints manual checks, and creates new tax, job and department codes in UltiPro.
3. Maintains time management system for employees including usernames, passwords, clocking in/out, PTO hours available, requested & used; answers questions relating to time keeping and/or adjustments. Interacts with all supervisors for time approval and verification.
4. Extends calendar each year for payroll dates and holidays; recalculates and rolls over PTO for all employees.
5. Responds to payroll questions and performs related functions as required.
6. Requests reports and translates information from the payroll record keeping and time management system.
7. Compiles information using spreadsheets for quarterly tax returns; uploads quarterly taxes to SOM.
8. Creates spreadsheets for Federal and State taxes. Calculates and remits payroll tax payments to IRS and SOM. Generates payroll summary and detail reports for verification and tax purposes. Keeps up to date on pay and wage and hour regulations.
9. Reconciles, distributes and mails W-2 forms annually; reports any adjustments for year-end; uploads year end information to IRS and State of Michigan after W-2's is finalized.
10. Prepares, reconciles and uploads data file for 403(b) plan and other annuity payments; remits funding for 403(b) plan bi-weekly.
11. Compiles information and responds to unemployment claims in conjunction with human resources.
12. Provides information for monitoring employee benefits as needed.
13. Completes employment verifications as requested by outside multiple sources.
14. Maintains strict confidential records with sensitive information including but not limited to personnel records and wage garnishments.
15. Works to ensure faculty contract dates and pay dates accurately reflect working days for benefit and payroll purposes.
16. Works with CHRO to compile and distribute various communications to employees in relation to payroll issues, requirements, and policies and procedures, etc.
17. Works with Benefits Manager to create annual census data report for compliance.
18. Create and send monthly employee contribution report to Office of Advancement.
19. Other duties as assigned.

**QUALIFICATIONS:** The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license and a commercially insurable driving record. May be required to work outside of normal working hours. Travel may be required, evening and weekend hours expected.

### EDUCATION AND EXPERIENCE:

High school diploma required, bachelor's degree from a four-year college or university preferred. Must have at least one to two years' experience processing payroll. Training in computer-based programs, 10-key calculator, and knowledge of benefits a plus. Must have and maintain thorough knowledge of state and federal payroll laws. Experience working in a higher education environment a plus. Working knowledge of Microsoft Office required.

### TO APPLY:

**Current employees:** Complete the internal application on **MY Portal >Employee Resources>Human Resources**

### External candidates:

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **employment@madonna.edu**

**MADONNA UNIVERSITY:** A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.