WESTMONT COLLEGE

Payroll Assistant  32-40 hrs/wk
Business Office

Position Summary
Responsible for preparing and processing payroll, and performing all functions related to processing payroll.

Qualifications
Requirements include: H.S. diploma and 2-3 years experience in payroll, BA preferred; knowledge of CA payroll regulations, practices & procedures; experience utilizing computerized PR systems; intermediate skills applying MS Word, Excel and Access programs; 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
• Input/setup Student Temporary Employment Agreements
• Process special request off-cycle payroll checks and check voids
• Respond to 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
• 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 & contacting supervisors re policy; inputting timecard data
• Process weekly hourly payrolls and update files after printing checks
• Assist with the processing, distribution and reconciliation of W-2 forms
• 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
• Print and distribute staff timecards and maintain default work schedules for pre-printed staff timecards
• Process termination check lists and follow-up for final checks
• 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: Accountant and Payroll Manager