

# 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

