

The Southern Baptist Theological Seminary

Position Description

Position Title: Payroll Accountant

Department: Accounting Services

Position Code: L0401

Date Prepared: 02/22/2019

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The primary responsibility of the Payroll Accountant is the accurate and timely preparation of all Seminary payrolls, utilizing payroll and timekeeping software. Other responsibilities include research and resolution of payroll-related problems and questions, maintenance of organized payroll records, updating documentation of payroll policies and procedures, and performing other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Accurately prepare all Seminary biweekly, monthly, and special payrolls on a timely basis including the processing of all pay adjustments, paid leave adjustments, and mandatory and voluntary withholdings
- Accurately maintain payroll data in various payroll and timekeeping software programs through appropriate contact with supervisors and employees
- Prepare manual payroll checks as required under established policy
- Willingness to work authorized overtime hours, when needed, to complete the duties and tasks outlined in this document as a result of the significance to employees of being paid accurately and timely
- Maintain strict confidentiality over all payroll information
- Train primary and backup supervisors on payroll-related responsibilities and the use of timekeeping software
- Identify causes of frequently repeated errors by employees or supervisors, take corrective measures, or recommend policy or procedure change to supervisor
- Update gross pay and tax withholding spreadsheets for reconciliation and tax reporting purposes
- Communicate and interact with Human Resources to effectively accomplish duties and resolve payroll-related issues
- Respond and resolve errors related to gross pay, voluntary deductions, and tax withholdings
- Maintain organized files for payroll records and correspondence
- Assist in the timely preparation and distribution of Forms W-2
- Assist in periodic and annual audit preparation

- Serve as a back-up to the Manager of Budgeting and Financial Reporting for payroll-related budget tasks
- Perform yearly record-retention procedures, purging old records, and retaining current records in specified locations
- Draft documentation of new policies and procedures for supervisor approval and otherwise maintain current documentation of payroll policies and procedures in the Payroll Policies and Procedures Manual

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position has, at minimum, an Associate's degree in Accounting.

EXPERIENCE:

The person in this position has a minimum of two years of total accounting experience; at least one year experience with payroll accounting and processing; strong knowledge of Microsoft Excel; strong problem-solving skills; and strong verbal and written communication skills.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Manager of Budgeting and Financial Reporting.

WORK ENVIRONMENT:

The person in this position will work in a standard office environment.

EQUIPMENT:

The person in this position will use the following equipment: standard office machines, equipment capabilities, and personal computer.