



Payroll Manager (Human Resource)/Treasurer

Days: Monday – Friday, Hours: 7:30am to 4:00pm

POSITION SUMMARY:

Under the supervision of the CFO this position will primarily handle all payroll and human resource responsibilities and monitor balances in the cash accounts; includes, processing bi-monthly payroll, verifying payroll taxes, processing benefit requests (health, life, STD/LTD, 401k) and workers compensation claims, ensuring compliance with regulations (ACA, OSHA and FMLA) and maintaining adequate employment files. Additionally, this position will manage the general ledger postings and be integral to the internal controls over cash and the general ledger.

MINIMUM QUALIFICATIONS:

Minimum of a bachelor's degree in accounting and 10+ years' experience in a supervisory accounting position. Knowledge of employment laws, regulations and basic accounting principles and experience processing payroll is preferred. Proficient in spreadsheets and analysis of data is required. Ability to demonstrate a strong work ethic, organizational and communication skills, while maintaining strict confidentiality. Commitment to professional growth in the field of human resource compliance and technology.

DUTIES AND RESPONSIBILITIES: The following duties are typical for this classification. Duties and responsibilities include but are not limited to:

1. Payroll and Human Resource Responsibilities

- Input and process bi-monthly payroll information (timekeeping) ensuring timely and accurate payroll.
- Process changes (e.g., terminations, new hires, raises, job status, direct deposits, W-9's).
- Maintain system to process account transactions (e.g., salaries, benefits, garnishments, deductions and taxes).
- Create A/P check requests for benefits and other third party payments.
- Integrate changes to HRIS (UKG) to improve efficiencies in processing.
- Manage onboarding content for new employees; assist new employees to accurately complete the process.
- Research discrepancies of payroll information and/or documentation for ensuring accuracy and implementing corrective measures.
- Respond to all verifications of employment in a timely fashion.
- Track and report employee attendance and hours for leave, benefits, FMLA and ACA.
- Confirm tax payments were received by IRS and State of Michigan.
- Assist with payroll-related audit assignments.
- Answer employee queries about HR-related issues.
- Maintain a variety of files, forms and records related to the payroll system that are confidential in nature (garnishment letters, I-9's, etc.).
- Verify tax information is accurate for 1095/1094, 941's and W-2's; distribute tax forms.

- Assist with 401k contributions and management.
- Manage payment calendars for the up-coming year in UKG.
- Assist in HR policy and employment contract review and updates.
- Reconcile benefit expenses with elections in the payroll system.
- Submit claims for Worker's Compensation; manage and maintain accuracy of information sent to update the claim; provide employee with claim number, claim adjuster's name, and process for submitting information for medical invoice payments to medical providers.
- Submit claims for STD/LTD; manage and maintain accuracy of information sent to update the claim; provide information to employee for submission of employee and physician portion of claim.
- Manage COBRA approvals and collections.
- Assist with annual benefit selections and manage open enrollment in UKG.
- Compose a variety of materials (reports, emails, newsletters, procedures, etc.) for communication to employees and managers.
- Follow and maintain record retention policies of payroll information.
- Keep Labor Law Posters up to date.

2. Treasurer

- Post all necessary journal entries to the general ledger; includes, cash receipts, month/year end journal entries and any other miscellaneous entries.
- Maintain and post to the general ledger for each payroll; manage balances in payroll related general ledger accounts.
- Prepare bank reconciliations.
- Assist with accessing and controlling contents of the safe deposit box.
- File monthly and annual sales tax report with the Michigan Department of Treasury.
- Transfer funds between bank accounts to cover expenses.
- Sign checks that require a second signature.
- Assist the Finance Office with various general ledger reconciliations, as needed.

APPLY

Please complete the Brother Rice High School application and send a resume to employment@brrice.edu