



*Northeast is an equal opportunity employer.*

**JOB POSTING**  
**OFFICE OF HUMAN RESOURCES**  
**January 26, 2023**

**POSITION:** Payroll Accountant

**DEPARTMENT:** Finance

**REPORTS TO:** Controller

**DIVISION:** Finance

**HOURS:** Full-Time, Monday through Friday, 35 hours per week

**BENEFITS:**

- Flexible Work Arrangements Available (*where applicable, based on position*)
- Medical            Dental            Vision            Health Savings Account            Flexible Spending Account
- College Paid Life, AD&D, LTD insurance            Generous PTO            12 Paid Holidays
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services            Free Chiropractic Care

**DESCRIPTION:** Administer and process the College's biweekly payroll including all payroll related reporting and payroll budget analysis.

**SPECIFIC RESPONSIBILITIES:**

- Process biweekly payroll including payroll deductions.
- Review electronic timesheets for accuracy and maintain paid time off accrual balances.
- Review all third-party payroll service reports for accuracy.
- Prepare and review check requests for payroll deduction payments and all benefit bill payments.
- Complete required reporting to outside agencies including new hire and rehire reporting.
- Maintain required payroll and related records.
- Maintain files for out of state employees ensuring compliance with state tax jurisdictions.
- Prepare various reports for College's internal and external use.
- Prepare biweekly payroll entry and upload to the general ledger.
- Upload biweekly College Work Study activity to the student database.
- Communicate with employees and supervisors regarding the payroll and timekeeping processes.
- Prepare monthly variance analysis of salary and benefit expense to budget.
- Assist with workpaper and financial statement preparation for annual audits.
- Keep up to date with technical knowledge in payroll rules and regulations.

- Perform other duties/projects as assigned by the Controller.

**QUALIFICATIONS:**

Associate degree and experience in payroll required. Bachelor's degree in accounting or related field preferred. Experience with ADP payroll and timekeeping system a plus. Working knowledge of PC based computer systems and spreadsheet software required. Demonstrated ability to work independently and under pressure to meet deadlines. Excellent interpersonal and organizational skills necessary.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: [humanresources@northeastcollege.edu](mailto:humanresources@northeastcollege.edu)

*\* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

*Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.*

***Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.***