



Vacancy Announcement
Division of Business Affairs
Payroll Specialist

Virginia Union University envisions itself as a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world. In order to continue to realize this vision, the University seeks a data-driven, detail-oriented Payroll Specialist.

Reporting to the Assistant Comptroller, the Payroll Specialist will prepare all university payrolls. Essential duties and responsibilities include and are not limited to the following:

Essential Duties and Responsibilities:

- Verify all additions to and deletions from the payroll and apprise the Senior Vice President of Business Affairs and CFO of any and all questionable items
- Input relevant employee payroll data in the system as required
- Process monthly payroll for direct deposit transmission no less than 48 hours prior to pay day
- Process bi-weekly payroll to be ready for every other Friday (per schedule)
- Process work-study payroll monthly as scheduled
- Process state and federal withholdings after each payroll
- Prepare check vouchers for payroll-related payments such as, but not limited to: credit union payments, insurance payments and garnishments
- Conduct monthly reconciliations of payroll accounts with general ledger
- Compare and review prior months payroll current months payroll
- Prepare Quarterly Tax Report (IRS 941)
- Prepare State Unemployment Tax Report
- Prepare payroll accruals at the end of the fiscal year
- Assist in the preparation of relevant audit items
- Prepare and distribute W-2's by January 25th of each year
- Prepare and reconcile annual W-2 reports and prepare transmittal to IRS
- Interact with Faculty/Staff/Students and answer questions regarding payroll
- Analyze monthly payroll registers to anticipate irregularities
- Other duties as assigned by Supervisor
- Work with Human Resources to ensure smooth payroll processing

Qualifications:

- Bachelor's degree in Accounting or Business Administration with Accounting concentration
- Three years' experience in payroll procedures and preparation

- Must have good computer skills (Microsoft Office preferred) and be able to work with little supervision
- Must be able to interact with diverse groups
- Must be bondable
- Must have excellent time management, communication and organizational skills
- Must have familiarity with electronic payroll systems (Jenzabar a plus)
- Must be able to work under pressure in a fast-paced environment

Salary: Commensurate with experience.

Applications Deadline:

Review of candidate materials will begin immediately and will continue until the position is filled. Submissions should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, please visit www.vuu.edu.

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