

Wright State University
CLASSIFIED JOB SPECIFICATION
Payroll Accountant

I. JOB INFORMATION

Job Title: Payroll Accountant (CS 16)

Job Class: 12133

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction of the payroll supervisor performs a variety of transaction-related functions and provides specialized accounting support to the payroll department. Enters and monitors a variety of changes to ensure accuracy of payroll information. Ensures compliance with all policies, rules, regulations. Identifies issues and exercises independent judgment in resolving payroll problems.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Enters payroll changes, balances pay types, prepares remittance for withholdings, processes and reconciles regular and supplemental payrolls, and resolves pay discrepancies.
- Manage general ledger payroll withholding accounts, correspond with vendors. Calculate taxable benefits and create spreadsheets combining tax liabilities for payroll.
- Prepares monthly, quarterly Federal Tax returns, Run tax reports, executes and reviews preliminary payroll reports.
- Reviews, audits, and balances time cards and related payroll reports. Contacts departments in reference to correction of timecards.
- Executes and reviews preliminary payroll reports, and bank reconciliation reports. Provides proper withholding and reporting as required by law.
- Responds to employee requests for information (e.g. orders duplicate W2's, fills out records for the Dept. of Human Services, Child Support, PERS, e.g.).
- Answers inquiries from federal, state and local agencies and from individuals concerning payroll data; resolves general problems of payroll processing
- Establishes and maintains special files as required.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and four years (FT) of related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year (FT) of related work experience. Excellent verbal/communication skills. Thorough knowledge of budget management. Ability to calculate whole numbers, decimals, fractions, percentages, simple and compound interest. Considerable knowledge and skills to utilize current office equipment and a variety of complex software packages.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

VIII. JOB SERIES

12130

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.