



# Bluefield State University

Job Vacancy Announcement

## Payroll Representative

**POSITION TITLE:** Payroll Representative

**JVA #:** 2023-03

**DEPARTMENT:** Payroll Department

**POSITION SUMMARY:** The **Payroll Representative** is responsible for assisting in administering all office matters relating to employee wages, salaries, and benefits, and all reports dealing with the payroll process and related functions. Maintain payroll transactions and monitor status in the state payroll system, to include payroll entries, timekeeping, and compensatory leave such as Compensatory Time, holiday pay, and annual and sick leave. Assist in additional accounting department duties such as bank reconciliations, entering data into Banner, and assisting the Accounts Receivable Office during times of heavy workload activity (i.e. registration). Assist in compiling information, generating reports for grants and performing other duties.

### **CORE RESPONSIBILITIES:**

- Assist in the daily operation of the Payroll Department, including administering all office matters relating to employee wages, salaries, and benefits, and all reports dealing with the payroll process and related functions. This position maintains and updates payroll-related transactions in the institution's databases as well as the State of West Virginia databases and various modules.
- Prepare the Regular Student Employee (RSE), extra help, adjunct faculty and student work-study payroll.
- Compile, audit and enter all bi-weekly timecards and changes into the state payroll system.
- Compile, audit, and enter all bi-weekly stipends and adjunct pay into the state payroll system.
- Compile and enter all bi-weekly payrolls onto the quarterly spreadsheet.
- Assist with the preparation of W-2's forms before they are mailed to employee to ensure accuracy.
- Verify I-9 forms and new hire paperwork for accuracy and completeness.
- Prepare and submit required reports such as U.S. Department of Labor Headcount, taxes, social security and unemployment claim forms.
- Calculate and process overtime payments and maintains employee leave balances.
- Check non-exempt timecards and leave documents for accuracy on a monthly basis.
- Maintain payroll-related employee files for payroll purposes.
- Submit direct deposit and pay-card information into the state payroll system for direct deposit purposes.
- Maintain and update master listing with new hires and dates of approved employment and new hire forms and information.

- Reconcile semi-monthly timecards and supplemental payments to the Preliminary Report.
- Add new hire information set up and maintain supervisor permissions in the State of West Virginia payroll-related databases (currently wvOasis, UKG and HRM payroll).
- Setup work schedules for new hires in the state payroll system.
- Serve as lead resource to assist extra help and work-study student employee payroll workers.
- Adjust timecard entries as necessary.
- Calculate retro pay when applicable.
- Perform data entry to w-4's, tax documents, health insurances and direct deposit when applicable.
- Update Supplemental Retirement Account amounts when employee wish to change their bi-weekly contribution.
- Enter foundation contributions into the state payroll system and supplies a bi-weekly report to the BSU Foundation Office.
- Provide bi-weekly compensation totals to the Bluefield State University Financial Aid Office on Federal work-study students.
- Respond to employee inquiries in a timely manner regarding payroll, benefits information, and trouble-shoots in an attempt to resolve employee payroll and benefits concerns.
- Complete employment verifications for previous and current employees when requested.
- Order payroll supplies.
- Work with immediate supervisor, Financial Affairs leadership and accounting office on closing out the fiscal year.
- Assist Accounts Receivable during registration process.
- Reconcile bank statements, and resolve problems related to stale-dated checks, bank errors, transfer of interest memos and identifying deposits in the Federal Program Clearing Accounts, Banner data entry and the state payroll system data entry-revenue and expenditure deposits.
- Perform other duties as assigned.

**MINIMUM REQUIRED QUALIFICATIONS:**

- Associates Degree in Accounting, Business Administration or related field from an accredited institution.
- At least one year of experience performing Accounting and / or Payroll functions.
- Computer skills, working knowledge in Word and Excel, good math skills, ability to maintain detailed and accurate records in a timely manner, knowledge of state and institutional policies and procedures relating to the accounting process and excellent customer service skills.

**POSITION CLASSIFICATION/ COMPENSATION:** This position is Nonclassified, Full-time 1.0 FTE, carries a Non-Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Salary will be commensurate with qualifications and experience. Position is dependent upon available funding.

**THE UNIVERSITY:** The mission of Bluefield State University is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the University is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu).

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcript verification will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship.**

**DATE POSTED:** January 19, 2023

**CLOSING DATE:** For full consideration, applications must be received by 4:00 pm EST, Friday, **February 3, 2023**. Review of applications will begin immediately. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide H1B visa or employment sponsorship.*