



Job Vacancy Announcement

Payroll Representative

POSITION TITLE: Payroll Representative

JVA#: 2024-21

DEPARTMENT: Payroll Department

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

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries a Non-Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available state and/or grant funding.

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 State of West Virginia databases and various modules.
- Compile, audit, and enter all bi-weekly timecards and changes into UKG Pro.
- Compile, audit, and enter all bi-weekly stipends and adjunct pay into the wvOasis system.
- Compile and enter all bi-weekly payrolls into the quarterly spreadsheet.
- Verify I-9 forms and new hire paperwork for accuracy and completeness.
- Maintain employee files for payroll purposes.
- Set Up new hire information within wvOasis. This would include tax documents, health insurance, direct deposit or pay card.
- Set up work schedules for new hires in the UKG Pro system.
- Serve as a lead resource to assist extra help and work-study student employee payroll workers.
- Adjust timecard entries as necessary within UKG Pro.
- Calculate retro pay when applicable.
- Provide bi-weekly compensation totals to the Bluefield State University Financial Aid Office for Federal work-study students.

- Responsible for inputting departmental closures within UKG Pro and calculating overtime for non-exempt employees.
- Review UKG Pro for missed punches, lunch breaks, or unusual activity.
- Responsible for reviewing and approving annual and sick time, when supervisor is not available.
- Responsible for employee time stamp training.
- Respond to employee inquiries in a timely manner regarding payroll, benefits deductions, and research issues in an attempt to resolve employee concerns.
- Complete employment verifications for previous and current employees.
- Assist Accounts Receivable during the registration process.
- Reconcile bank statements, and resolve problems related to state-dated checks, bank errors, transfer of interest, and identifying deposits.
- Perform other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS:

- Associate's Degree in Accounting, Business Administration, or a related field from an accredited institution. Four years of related experience can substitute for an Associate's Degree. 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.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with 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. **BSU welcomes all qualified candidates to apply.** More information about the University is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.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 transcripts 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: **October 16, 2024**

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Thursday, October 31, 2024. Applications will be accepted until the 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 an H1B visa or employment sponsorship.