SINTE GLESKA UNIVERSITY

POSITION DESCRIPTION

Sinte Gleska University

POSITION: Payroll Clerk

DEPARTMENT: Finance

SUPERVISOR: Chief Finance Officer

CONTRACT: 12 month/hourly

DUTIES & RESPONSIBILITIES:

- Prepare and distribute payroll timesheets on a bi-weekly basis.
- Collect timesheets, and calculate time from timesheet. Review and address any time card/time sheet discrepancies.
- Process payroll and review for accuracy in accounting software (Jenzabar).
- Provide bi-weekly payroll edit reports to Chief Finance Officer for processing approval.
- Print payroll checks, and process direct deposit payments.
- Distribute payroll, and payroll deductions.
- Calculate and process federal payroll tax deposits to the IRS (Internal Revenue Service) immediately after every payroll on the EFTPS (Electronic Federal Tax Payment System) website.
- Process employee 403(b) and SEP plan electronic payments bi-weekly.
- Distribute Vendor checks and supporting documentation for payroll deduction payments bi-weekly.
- Insure that all payroll batches are posted no later than the day following payroll disbursement.
- Process payroll deductions and salary advances according to SGU guidelines.
- Process allowable garnishment requests.
- Maintain employee files.
- Maintain personnel records relative to leave and payroll deductions.
- Update and maintain payroll deduction ledgers.
- Reconcile salary advance detailed records to general ledger salary advance account on a quarterly basis.
- Reconcile payroll payable accounts (payroll taxes payable, other PR deduction payable, and insurance payable) on a quarterly basis.
- Compile quarterly payroll reports (941 and unemployment) and process payments as needed.
- Process and issue annual W-2 forms to employees.
- Process and upload W-3 form to the IRS (Internal Revenue Service) on the socialsecurity.gov website.
- Prepare and assist with Workers’ Compensation annual audit electronically.
- Maintain, update, and process employee fringe benefits monthly.
- Notify all employees of any payroll changes.
➢ Reconcile payroll cost centers in the general ledger to the payroll reports (941’s) for the fiscal year.
➢ Assist in preparing for audits and assist auditors.

➢ Maintain, update, and process employee fringe benefits monthly.
➢ Notify all employees of any payroll changes.
➢ Reconcile payroll cost centers in the general ledger to the payroll reports (941’s) for the fiscal year.
➢ Assist in preparing for audits and assist auditors.
➢ Other payroll duties as assigned
➢ Other duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.

QUALIFICATIONS: Responsible person with an AA degree in Business or related field, or three years’ experience with payroll or working towards BS or BA in Business, or an equivalent combination of training and experience. Person must have knowledge of regulation pertaining to payroll. Individual must have excellent organizational skills, record keeping skills, computer skills, basic knowledge of federal/state payroll tax laws, and basic knowledge of office machines. Required to complete and submit software Payroll process certifications within 3 months from start of employment. Resignation letter must be submitted no later than 60 days prior to departure date.

CONFIDENTIALITY:
The SGU Payroll agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

ADDITIONAL INFORMATION:
Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.