



TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Payroll Officer

Position Summary: The Payroll Officer reports to the Director of Human Resources in the Department of Finance and Administration. This position is responsible for maintenance, review, reporting, timely and accurate processing of all payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.

Duties:

- Prepares monthly, bi-weekly and student payrolls. Prepares special payrolls as assigned.
- Processes payroll records for all new employees, including W-4 and State Tax Information.
- Maintains payroll calendar and all applicable dates regarding deductions.
- Responds to employee inquiries regarding payroll matters.
- Processes terminations and employee records.
- Provides 941 bi-weekly and monthly reports for payroll tax purposes.
- Prepares monthly retirement reports and reports for Integrated Postsecondary Education Data System (IPED) processing.
- Reconciles monthly payroll exceptions.
- Processes W-2s and Open Enrollment benefits elections.
- Handles payroll adjustments, e.g. shortages, overpayments, vacation pay, benefit premium changes in payroll system, etc. and maintains proper documentation.
- Display the highest ethical and professional behavior in working with internal and external constituents.

Required Knowledge, Skills and Abilities:

- Minimum of two years of college from an accredited institution. Four-year college degree in accounting or related field from an accredited institution preferred.
- Two or more years of experience in a payroll area, with at least one year of training in payroll procedures.
- Must have knowledge of financial accounts/project coding.
- Reliability in checking own work to ensure accuracy.
- Must have strong documentation skills and attention to detail.
- Must have strong computer skills as well as strong technical and numerical proficiency.
- Sound judgment, confidentiality and integrity required.
- Must have strong communication and customer service skills as well as professional demeanor.

Date of Position Opening: November 30, 2021

Application Deadline: **Until Filled**

Salary: \$35,000

Email Documents to: TougalooCareers@tougaloo.edu
Please include "Payroll Officer" in the "Subject" line of your email.

Mail Documents to: **Tougaloo College**
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

Fax Documents to: **(601) 977-7866**

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER**