



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. The work of the Payroll Officer involves all requests and changes for payroll. This Officer will prepare and submit all reports regarding payroll.

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 calendar indicating scheduled pay dates and dates when employees are to be added to benefit programs that require payroll deductions.
- Explains to employees about direct deposit and credit unions.
- Processes terminations and make any required changes to employee information such as change of address, withholding, or regular deductions.
- 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
- Provides payroll information for employee inquiries.
- Completes unemployment forms received by mail.
- W-2 year end processing and Open Enrollment benefits processing, etc.
- Handles payroll adjustments, e.g. shortages, overpayments, vacation pay, benefit premium changes in payroll system, etc. and provides proper documentation.
- Prepares manual payroll checks as required in case of payroll errors or terminations.
- 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 good documentation skills
- Good judgment, confidentiality and integrity required
- Must have good communication and computer skills
- Must have good customer service and professional demeanor

Date of Position Opening: **July 1, 2021**

Application Deadline: **Until Filled**

Salary: **\$35,000.00**

Email Documents to: TougalooCareers@tougaloo.edu

Please include the position you're applying for 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**