



## JOB DESCRIPTION

**TITLE:** Payroll Accountant

**DEPT:** Business Office

**REPORTS TO:** Controller

**FLSA:** Non-Exempt

**SALARY:** \$43,000 - \$50,000

### POSITION SUMMARY:

This position is responsible for all aspects of Payroll processing for Heritage University, ensuring compliance with federal and state requirements, along with university policies. This individual must be self-motivated, able to work unsupervised, and able to communicate with a variety of individuals in a confidential and professional manner. This individual will be required to perform accurate and detailed work in a busy environment that has pressure of deadlines and large workloads. Performs all aspects of payroll processing including, but not limited to, data input, calculating payments, producing checks, processing benefits & fringes, taxes, quarterly reports, and yearly reporting including W-2's and 1095's.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other customers of our services, learn and use operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA and HIPPA regulations.
4. Processes information is essential for all activities necessary to produce payroll for all Heritage employees on both a semi-monthly and monthly payroll.
  - Prepares all payroll reports, including semi-monthly and monthly payroll taxes, quarterly reports, yearly reports, W-2's, and 1095's.
  - Sets up all benefits and fringes, including, but not limited to, vacation, sick and personal hours, medical, dental, and vision insurance, long-term disability, life insurance, retirement plans, FSA, and miscellaneous payroll deductions.
5. Responsible for preparing, balancing, and submitting all employee voluntary and involuntary deductions to both Accounts Payable and the corresponding providers.
6. Process and inputs all vacation, sick and personal hours each month and computes all vacation accruals for year end.
7. Maintains long-distance codes and departmental allocation updates.

8. Works closely with the Director of Human Resources on issues related to salary, benefits, and miscellaneous payroll issues.
9. General Ledger accounting knowledge, vacation and benefit accruals, and budgeting processes knowledge helpful.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A. **Knowledge:** 2 years of experience in a related position to acquire a general knowledge of the accepted clerical accounting practices involved in verifying, preparing and processing of payrolls. Associate degree in accounting or business preferred; or an equivalent combination of relevant education and/or experience.
- B. **Skills:** Competency in spreadsheet (excel) and word processing with strong background in computer entry with an emphasis in accounting. Strong business office skills including written and oral communication. Ability to interact in a professional manner with employees, students, vendors, and other interdepartmental personnel. Must be able to work well with others in a team environment.
- C. **Abilities:** Individual must be able to work independently with minimal supervision. Must be able to work under pressure and meet deadlines. Must be able to communicate effectively by phone, email, and in person. Requires use of computer and keyboard and long periods of sitting.

**BENEFIT PACKAGE (benefit eligible is at least .75 FTE):**

- Health Benefits – medical, vision, prescription, and dental
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Programs
- Additional plans are available for purchase. This includes AFLAC and additional life & AD&D insurance.
- Many other employee engagement programs.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: [HumanResources@heritage.edu](mailto:HumanResources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

*Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complying with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action*