

Warren Wilson College
Position Description

POSITION TITLE: Payroll Supervisor/Financial Aid Assistant

DEPARTMENT: Accounting and Financial Aid

REPORTS TO: Controller and Director of Financial Aid

POSITION SUMMARY:

As Payroll Supervisor, the Supervisor maintains all aspects of the faculty/staff payroll and assists with other accounting functions. The Supervisor performs various accounting tasks as required according to FASB and NACUBO standards. The Supervisor is also assigned duties associated with the annual audit.

As Financial Aid Assistant, the Assistant provides reception, correspondence and data entry duties for the Financial Aid Office. The Assistant helps in the preparation of some reports, as delegated, and the overall work flow of the Office.

SPECIFIC RESPONSIBILITIES:

Payroll Supervisor

1. Prepares faculty/staff payrolls, including tax withholding and other deductions, calculates take-home pay, performs direct deposits, generates checks and stubs with distributions to faculty/staff. Responsible for all tax deposits (including 1042 deposits) and for preparation of all quarterly tax reports/forms, including student payroll tax reporting. Reconciles benefit reports/accounts with invoices, and requests appropriate payments.
2. Ensures all aspects of W-2 preparation and distribution in a timely manner.
3. Maintains appropriate employee and benefit files with required documentation.
4. Maintains spreadsheet of annual salary and benefits for budgetary purposes. Projects yearend outcomes in payroll related areas as well as forecasting for the next fiscal year.
5. Maintains rental housing spreadsheets, calculates rental increases based on CPI, and prepares payroll deduction forms for rent, water, and sewer charges.
6. Prepares annual faculty and staff employment agreements, including calculating increases and benefits, ensures faculty/staff member signs the agreement and required drug statement.
7. Assists in monitoring various reporting and survey functions including workers' compensation audit, IPEDS, and non-discrimination testing.
8. Assists in reconciling the College's checking and credit card accounts, including the Operating Account, Sweep Account, and Credit Card Account. Pursues outstanding checks in excess of 90 days. (Payroll checking account reconciliation performed by another party for control purposes.)
9. Prepares appropriate payroll audit work papers.
10. Performs other accounting duties, as requested.

Financial Aid Assistant

1. Sorts mail, reviews for accuracy and completion; corresponds/phones/e-mails aid applicant (or parent) as needed to advise and counsel on how to successfully complete the application process, place with appropriate file; determines when file is complete and ready for verification or awarding.
2. Responds to information requests from walk-ins, telephone, fax or e-mail.
3. Records and monitors the receipt of student/parent loans (in excess of \$3.5 million) and outside scholarships (in excess of \$456,000). Requires contact with lenders and community agencies.
4. Prepares reports as delegated (i.e. NC, State Approving Agency schedule/costs/catalog approval each year).
5. Maintains office supplies, files, prepares correspondence, performs data entry in various forms (HOST, Excel, Word and internet) and assists with supervision of student worker.
6. Performs other financial aid duties, as requested.

WORKING CONDITIONS:

1. Must be flexible and able to handle multiple tasks, and constant interruptions.
2. Office environment.

QUALIFICATIONS:

1. Minimum of two years of college in accounting, business or related area, and five years experience in payroll required or the equivalent training and experience.
2. Knowledge of filing required IRS/State forms.
3. Proficiency in the use of Excel spreadsheets, Microsoft Word, and Internet interaction.
4. Requires background and general knowledge of accounting, non-profit experience a plus.
5. Ability to interact positively with faculty, staff and students.
6. High level of organizational skills, ability to function in multi-task oriented environment, and the ability to perform during periods of peak productivity required.