

Payroll Specialist

Saratoga Springs, NY, United States

JOB DESCRIPTION

Responsibilities:

- Under the supervision of the Assistant Controller of Financial Services, the Payroll Specialist is required to process payroll on a bi-weekly basis. This requires that all employees are paid the proper amount, deductions are properly withheld and benefits are properly charged.
- This position also requires the reconciliation of the benefits and deductions payments to vendors, to the general ledger and review of Federal and State payroll tax returns and their reconciliation to the general ledger.
- There is the possibility of promotion to Senior Payroll Specialist as the elevated required skills and abilities are demonstrated and sustained.

Education: High school diploma with business and computer knowledge. A minimum of 2 years of payroll experience or equivalent combination of education and work experience.

Required documents needed to apply:

- On-line application
- Cover Letter
- Resume
- List of Three References

Pay Range: Commensurate with experience

In order to prevent or significantly reduce the risk of COVID-19 transmission at Skidmore College and protect all members of the College community from infection, successful candidates will be required to submit proof of full vaccination as a condition of employment, unless exempted as a reasonable accommodation of a medical condition or sincerely religious belief or practice.

EEO STATEMENT

Skidmore College is committed to being an inclusive campus community and, as an Equal Opportunity Employer, does not discriminate in its hiring or employment practices on the basis of race, color, creed, religion, gender, age, national or ethnic origin, physical or mental disability, military or veteran status, marital status, sex, sexual orientation, gender identity or expression, genetic information, predisposition or carrier status, domestic violence victim status, familial status, dating violence, or stalking, or any other category protected by applicable federal, state or local laws.

Employment at Skidmore College is contingent upon an acceptable background check result.

CREATIVE THOUGHT MATTERS.

Apply using the link below:

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