

NOTICE OF JOB VACANCY

DEPARTMENT: Finance

TITLE OF POSITION: Payroll Clerk

POSITION DESCRIPTION:

Under direct supervision, does routine clerical work relating to the review, verification, and preparation of payroll and/or personnel records.

Works directly with other department payroll liaisons in gathering time and external time files correlating to the processing of payroll.

Reviews payroll, personnel, statements, documents, certificates, time and attendance records.

Prepares regular payroll, adds or deletes employees as required.

Computes adjustments requiring application of relevant rules and regulations concerning salary such as: dockings, suspension or adjustments to wages.

Makes appropriate charges such as mandatory taxes, union dues, voluntary deductions, pension and garnishments. Pension related deductions include: Back payments, loans, arrears, supplemental annuity and contributory insurance.

Maintains and reviews supporting payroll backup, timesheets, punch cards and overtime authorization sheets for each payroll.

Prepares quarterly pension via the NJ Division of Pensions and Benefits IROC system for all employees in perspective departments.

Maintains confidential records and files. Including and not limited to the creation of new file jackets and archiving of such files according to our retention schedule.

Completes unemployment and verification of employment requests for wage and separation information.

Refers payroll, personnel and pension errors and irregularities to superiors.

NOTE:

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed.

EXPERIENCE/EDUCATION:

- Applicants will be required to demonstrate proficiency in Microsoft Excel, prior Payroll experience and knowledge of NJ Pension Systems.
- Extremely organized, detail-oriented and time management.
- Maintain Confidentiality
- High School Diploma or GED. Bachelor's Degree from an accredited college/university in Accounting, Finance or similar preferred but not required.

SALARY RANGE: \$ 43,000 - \$ 67,200

ISSUE DATE: 7/1/2024

CLOSING DATE: 8/16/2024

AUTHORIZED SIGNATURE:

NAME: Dr. Bibi Taylor



TITLE: Director, Dept of Finance

INTERESTED APPLICANTS MAY SEND RESUME TO: Iduran@ucnj.org