



# Marshall B. KETCHUM UNIVERSITY

## Payroll Specialist

### **JOB SUMMARY**

The Payroll Specialist is responsible for the University's payroll functions. This part-time position follows established policies and procedures to ensure that employee compensation, benefits and deductions are accurate. This position also ensures that payroll related statutory reports and payroll tax returns are accurate and filed in a timely manner. The payroll specialist reports directly to the University Controller.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Review of all employee timesheet submittals; checking for accuracy, the proper recording of time worked, the proper recording of requested time off, making corrections as needed, follow-up with respective employees/supervisors, and final submission to the payroll processor based on a published payroll calendar
- Prepare complex earnings and deductions calculations ensuring accuracy and completeness in a timely manner in compliance with Federal, State, local laws, employee contracts and University policies
- In conjunction with Human Resources, process payroll information associated with newly hired employees, terminated employees, wage verification, withholding allowances, pay rate changes, status changes, benefit deductions, payroll garnishments and direct deposits. Determine pre-tax as well as post-tax deductions as prescribed in the company benefit policies
- Respond to payroll inquiries and requests by employees and other internal and external users of payroll data in a timely manner
- Responsible for various matters pertaining to the University's 401(a) and 403(b) plan, including preparation of employer and employee contribution schedules for all employees; electronically remitting employer and employee contributions to a third party administrator, assist Human Resources as necessary with census data for annual discrimination testing, and assist with the external audits
- Report and process payment of funds for deductions withheld from employee's pay for retirement, charitable, Section 125 contributions, etc.
- Responsible for ensuring that Federal and State payroll reports (monthly, quarterly and annually) are filed timely and accurately, coordinating with payroll service provider as needed
- Responsible for year-end accurate and timely reporting of employee W-2s. Review the W-2s, W-3, Form 940, and other year-end reports prepared by the payroll service provider

- Review and maintain payroll service provider database for employee payroll data. Maintain physical payroll files
- Identify and develop process improvements
- Support annual audit by providing information as requested. Be the liaison with various entities such as the unemployment office, IRS, State and other outside agencies on payroll matters
- Assist with preparation of annual salaries and wages budget

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Aptitude in decision-making and working with numbers
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook and Excel) and accounting software
- Ability to analyze problems and strategize for better solutions
- Ability to negotiate, establish, and administer contracts
- Excellent verbal and written communication skills
- Ability to multitask, prioritize, and manage time efficiently
- High degree of accuracy, attention to detail and confidentiality
- Ability to work well with management and staff at all levels
- Goal-oriented, organized team player

## **EDUCATION AND/OR EXPERIENCE**

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Required: High School Degree
- Preferred: Bachelor's Degree
- One-year certificate from a university or technical school
- At least three years in a high volume payroll and purchasing environment preferred
- Experience in higher education or non-profit organization preferred

## **ABOUT THE ORGANIZATION**

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

### **BENEFITS**

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU ([www.ketchum.edu](http://www.ketchum.edu)).

### **HOW TO APPLY**

Interested candidates, please send a cover letter along with your resume to [humanresources@ketchum.edu](mailto:humanresources@ketchum.edu). Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.