



Position Title: General Office and Payroll Specialist
Reports to: Accounting Manger
Appointment: Full-time, 12-month non-exempt staff

POSITION SUMMARY:

Duties and responsibilities include processing payroll, onboarding new hires, maintaining time keeping records, reviewing payroll and payroll reports for accuracy, and communicating with payroll provider for accurate set up of tax filings.

TASKS:

Payroll Preparation: Processes payroll semi-monthly including wage and overtime payments, calculations and recording of payroll additions and deductions. Verifies timekeeping records, maintains time and attendance records using electronic time management system.

Reporting and Reconciliation: Generates and verifies payroll reports out of payroll system. Prepares General Ledger each pay period. Verifies and reconciles W-2's prior to issuance. Verifies 1095-C reports.

System and Employee Maintenance: Sets up garnishments, processes off-cycle manual checks, and termination pay checks. Maintains direct deposit approvals and employee changes to payroll profile. Maintains E-Verify system. Sets up and completes onboarding in payroll system. Maintains Employee Navigator system and benefit enrollment processes.

Training and Documentation: Trains employees and managers on use of the payroll and time keeping system. Maintains I-9 Records. Documents and updates written payroll procedures. Maintains payroll documentation and files.

Other Business Office Duties: Provide daily customer service to students, staff and faculty. Prepare and process monthly Benefits billing. Serves as backup to common Business Office tasks including filing. Other related duties as assigned.

SKILLS AND ATTRIBUTES:

Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission and values of Toccoa Falls College.

Proficiency in:

Computer skills: Windows, MS office applications, proficient in Excel. The ability to be prompt, accurate, confidential, and cordial in assisting employees with payroll questions and problems. Ability to maintain professional demeanor in setting with multiple interruptions (phone and people). Thorough understanding of math skills are essential to daily responsibilities. Experience working in a multi-tasking environment. Ability to be flexible and adapt to changes. Ability to work in an organized manner. Effective written and oral communication skills.

EXPERIENCE & EDUCATION:

Minimum requirement of Associate Degree and/or a minimum of 3 years' experience in payroll, data entry, account reconciliation, and general office responsibilities, including software applications. Typing and 10-key skills. Preferred prior experience in electronic payroll systems.

APPLICATION PROCESS:

The TFC application as well as the list of other required application materials can be found at <http://www.tfc.edu/employment/>. Required application materials should be sent to: Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu. Review of applications will begin immediately, and the position will remain open until filled. **All application materials must be submitted for a candidate to be considered.**

Office of Human Resources

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