Payroll Analyst 3  
Job Posting

International House
International House is a non-profit, self-supporting residential and community-oriented program center located in the southeast foothills of the Berkeley Campus. Its mission is to foster intercultural respect and understanding among people throughout the world across cultural, economic, and ethnic lines. I-House provides nearly 600 students and scholars from the United States and around the world with an opportunity to live and learn together. I-House’s rich array of programs serves the residents, the campus and local community.

About the Position
The Payroll Analyst 3 is a confidential position reporting to the Director of Business and Finance with a dotted line to the HR Director. Provides payroll support to the Director of Business and Finance. Completes payroll adjustments bi-weekly and payroll journal entries monthly. Acts as a backup for the HR Benefits Coordinator as needed. Completes Cash Receipts accounting daily for all receipts (EFT, PayPal, and Cashier), enters accounts payable daily, and manages the payment process (currently paper checks, but probably ACH transfers in future) to ensure proper and timely approval, signatures and positive pay processing. Completes journal entries for operational activities (copy charges, resident store inventory, and clearing, phone bills, utilities, dining inventory, catering transfer, etc.) Monitors the resident deposit refund process when necessary and reconciles the account monthly. Monitors the monthly scanning process and ensures that all accounting data is scanned in time for the annual audit.

Key Responsibilities
Applies payroll concepts to perform complex analysis regarding pay processing adjustments, including retroactive pay, tax withholding, and overpayments. Calculates complex terminal pay issues. Researches, identifies, and corrects invalid pay postings. Provides analysis for complex pay policies regarding issues such as vacation, leave of absence, disability, workers compensation, union contracts, government regulations, withholding exemptions, etc., and ensures appropriate amounts/deductions are calculated and applied to the various accounts correctly. Timekeeper for non-exempt and exempt employees, ensuring proper review and approval and signoff of all timecards biweekly and monthly, and any manual adjustments for Disability or other situations in OPTRS. Provides training to staff on payroll topics such as payroll processing, workers’ comp and KRONOS (timekeeping system). Runs and reviews leave reports, responds to payroll inquiries, train managers on their appropriate role in timekeeping, and keeps the Director of Business and Finance apprised of payroll issues. Coordinates with HR to ensure timely completion of all forms and reporting requirements. Keeps abreast of updated rules, regulations and campus accounting and finance policies. Documents payroll processes and procedures.

Applies cash received from EFT, PayPal and Cashier window daily, ensuring all receipts are properly recorded and banks are reconciled daily. Completes data entry for accounts payable daily, to ensure vendors are paid timely and discounts are taken as appropriate. Updates Positive Pay for all check runs and implements system improvements as they develop. Monitors blanket PO’s to ensure they are properly completed.

Supports the HR Director as a cross-trained backup for HR system data entry on a regular, monthly basis, and may perform other HR related functions as needed in the absence of the HR Benefits Coordinator.
Requirements and Qualifications

- Bachelor’s degree in related area and/or equivalent experience/training
- 3-5 years’ experience in core competencies/responsibilities required.
- Strong working knowledge of Excel, Word, required. Experience in PeopleSoft or other similar HR software a plus.
- Three references required at the time of application

Salary

Hiring Range: $3966.67.00 minimum – $6075.00 midpoint monthly

Other Requirement

Must successfully pass a Criminal Background Check

DP/12.15