



DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Sorority Founded in 1913

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

VACANCY ANNOUNCEMENT

TITLE: Payroll Specialist

FLSA CLASSIFICATION: Non-Exempt

DEPARTMENT: Human Resources

SCHEDULE: Part-Time

WORKSITE: 1707 New Hampshire Ave., NW
Washington, DC 20009

REPORTS TO: Director, Human Resources

POSITION PURPOSE AND SUMMARY

Under the general direction of the Director of Human Resources, the Payroll Specialist will work closely with the Finance Department and the Accounting team to manage enterprise-wide payroll administration.

DUTIES AND RESPONSIBILITIES

- Reviews, calculates, and processes payroll changes and adjustments and reconciles payroll records for accuracy.
- Processes all elected and mandatory payroll deductions including tax withholdings, insurances, garnishments, etc.
- Manages timely and accurate payroll transmittal to administrative vendor for payment.
- Sustains knowledge of changing technology and industry practices as well as changes in wage and hour laws.
- Adheres to weekly, monthly, quarterly and annual compliance reporting schedules.
- Works with the Director of Human Resources to identify, review, modify and create reports and presentations from a variety of software web-based systems.
- Acts as a subject matter expert and addresses employee payroll questions and concerns to include, but not limited to, payroll print outs of earnings, W-2s, direct deposits, etc.
- Directly communicates with supervisors to correct time reporting inaccuracies and issues.
- Provides support to the Finance Department and Accounting team as necessary.
- Other duties as assigned.

REQUIRED QUALIFICATIONS (KNOWLEDGE, SKILLS & ABILITIES)

- Minimum of 5 years of payroll administration experience.
- Certified Payroll Specialist (CPS) License.
- Knowledge and experience with multiple web-based payroll systems, time and attendance tracking systems, and HRIS systems (ex: ADP, Paychex, Ceridian, Attendance on Demand, Oracle/PeopleSoft, Workday, SAP, Kronos, TSheets, Paycom, etc.).
- Current knowledge of common fiscal procedures, tax laws, wage laws, accounting fundamentals, and payroll best practices.

- Proficiency in Microsoft Office Products (Outlook, Excel, Word, PowerPoint, Teams, etc.).
- Ability to work independently, to anticipate needs, to work proactively, and to work as a team player in a fast-paced environment.
- Demonstrate the ability to multi-task, meet deadlines, and execute tasks in a professional and timely manner.
- Must be detail-oriented and able to manage confidential information securely and with discretion.
- Must live within a 50-mile radius of the worksite. (Relocation not available.)

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Business Administration or Accounting

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