CLERICAL POSITION ANNOUNCEMENT

Title of Position/ Rank: Payroll Clerk, Level 5

Department: Payroll Services, Rose Hill

Responsibilities

- Responsible for processing the BH Hourly payroll
- Monitors Payrollinfo mailbox for distribution to payroll staff and assist in addressing issues and inquiries
- Handles all payroll window inquiries using system and problem solving skills
- Clerical tasks including distributing department mail
- Sorts checks for mailing/distributing to individuals or departments
- Collects statistics from department staff (calls, emails, forms) for management use
- Assist payroll staff in researching issues through Banner or filing system
- Enters Direct Deposit and tax information into Banner from completed forms
- Maintains log of manual adjustments
- Scan and file department files in accordance with University retention policies
- Assist in W-2 processing and distribution
- Assist in tracking and processing stale checks for either reissue or escheatment to the state
- Assist in ad hoc projects as needed

Qualifications:

- High School Diploma. Bachelor’s degree, preferably in Accounting or Business preferred
- At least one year of clerical payroll department experience
- Must have knowledge of MS Excel and MS Word
- Must have strong oral and written communications skills
- Must be able to provide excellent customer service
- Must ensure confidentiality and security of department information
- Mandatory Competency Testing
- Demonstrated writing ability

START DATE: ASAP

SALARY: $1826.18 bi-weekly

SEND RESUME TO: hr@fordham.edu

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