

Sr. Confidential Payroll Technician
Ocean County College
Toms River, NJ

This position accurately processes and records payroll checks, payments, and deductions within established deadlines and payment schedules while adhering to all related federal and state regulations. This position audits forms, records and data; corrects discrepancies, documents all payroll activity and helps employees understand their paychecks and any modifications that may happen. This role also performs payroll data entry and processing on a daily basis; and performs calculations of department specialization payments, car allowances, wage garnishment retro and overtime payments. This position prepares quarterly Payroll tax returns, i.e. Federal Form 941, NJ-927, PA income tax. This position assists in the annual reconciliation of W-2's as well as maintains quarterly payroll analysis. This position is also responsible for pension reporting; PERS, IROC and ABP reconciliation and submission.

To view detailed job posting and to apply click here: <http://career.ocean.edu/postings/8816>