

HR and Payroll Specialist

Join our team of servant leaders and make a difference in people's lives! Founded in 1894 by The Lutheran Church-Missouri Synod, **Concordia University, Nebraska** is a private, coeducational institution of higher learning. The main campus is located in Seward (population 7,000). If you thrive in a community driven environment, you will enjoy Concordia University and Seward's classic small-town community feel. If you want to learn more about Concordia University, Nebraska please visit www.cune.edu.

Position Summary: This full-time position will assist the Human Resources Department with the completion of the University payrolls and related HR tasks and services to support effective and efficient operations of the University's Human Resource Department. This is a 100% on-campus position located on the Seward campus.

General Duties:

1. Responsible for the accurate and timely completion of all University payrolls with a customer service, mission-minded approach, and with a high degree of detail.
2. Monitor timecards, time-off systems, various leave processes/policies, and time-off accruals for workers. Provide guidance, answer questions, and resolve issues with collaboration between the Human Resources Department. Assists with FMLA and disability-related absences.
3. Prepare payroll reports and data for reconciliation and journal entry purposes, process off-cycle manual checks, and prepare the year-end W-2 processes.
4. Ensure all new hires are properly set-up in the payroll system including leave balances/setup, employee benefits, tax, direct deposit, and personnel data following protocol and procedures.
5. Be the primary point of contact for student employment for all departments of the University, assist with the processing of new student requisitions, I-9 verifications, purging students no longer employed, monitor student employment for budgeting purposes, and collaborating with the Human Resources Department on student hiring.
6. Act as the primary point of contact for access to Paycor, password resets, and solving access-related issues.
7. Maintain all payroll-related tax records.
8. Process and verify all payroll deductions, including benefit deductions for employee changes and open enrollment, taxes, reportable values of life/disability/pension and various deductions.
9. Responsible for reconciliation of any errors. Research, resolve, and answer payroll-related questions including access to the timecard systems.
10. Prepare and assist with the payment of all faculty load and compensation (FLAC) to ensure proper and timely payment of faculty assignments, workload, and pay. Coordinate with multiple departments and areas on campus for FLAC completion and accuracy. Answers inquiries regarding payroll-related FLAC questions.
11. Assist with reporting requirements, including wage reports, payroll garnishments, stop payments, direct deposits, and all necessary tax payroll deposits including all third-party agencies.

12. Prepares journal vouchers/entries, general ledger reports, and assists with balancing the payroll data.
13. Maintains a working knowledge of payroll taxes, unemployment requirements, and wage audit information for federal and state agencies.
14. Process general payroll information changes (hires/terminations/assignment changes) ensuring proper authority levels are maintained and/or received.
15. Ensure compensation levels, benefit elections and deductions are updated and accurate.
16. Reconcile and ensure the payment of all payroll-related invoices, including benefit plans and payroll system invoices.
17. Prepare annual payroll calendars and schedules; distribute them to campus and assist with schedule-related questions.
18. Act as liaison between benefit/payroll vendors and employees to promptly resolve issues and concerns.
19. Compile and process all payroll related audit requests and reports for external auditors and federal/state agencies.
20. Establish and follow procedures for payroll workflows and cyclical payroll-related items.
21. Maintains a solid working knowledge of the payroll and HR systems, including updates, maintenance, and implements new processes to increase efficiency.
22. Maintains a high level of confidentiality, ensuring payroll information is not compromised or accessible outside of CUNE-provided facilities and computer equipment.

Qualifications & Requirements:

- Bachelor's degree in Human Resources/Business Administration.
- One to three years of direct Human Resources/Payroll/Benefits/Accounting experience.
- Working knowledge of employment laws and regulations.
- Strong attention to detail.
- High degree of organizational skills and ability to multi-task with multiple interruptions not impacting the quality of work.
- Ability to adapt, improve, and overcome challenges which arise to ensure the department runs efficiently and effectively.
- Strong written and verbal communication skills.
- Ability to learn and use applications such as but not limited to Paycor, Banner and AdobeSign.
- Understanding and ability to implement customer service principles and generational service needs.
- Values and beliefs aligned with The Lutheran Church-Missouri Synod.

Please attach a resume and cover letter as with your application (all in one document).