



KUTZTOWN
UNIVERSITY

**KUTZTOWN
UNIVERSITY PASSHE
(PA)
invites applications
for the position of:**

**Student
Payroll
Specialist**

SALARY: \$41,917.00 Annually

OPENING DATE: 01/30/23

CLOSING DATE: 02/19/23 11:59 PM

JOB SUMMARY:

This position reports to the Payroll Manager and is responsible for processing the biweekly student payroll.

This position ensures the accuracy, integrity, and confidentiality of the payroll process and ensures that correct, appropriate, timely payments are made to eligible employees. This position requires independent thinking, action to ensure accuracy, strong auditing, problem solving, time management, and communication skills.

MINIMUM QUALIFICATIONS:

- Three years of clerical or para-professional work which included the collection, recording, compilation, and presentation of office management or program related information, or any equivalent combination of experience and training.
- An Associate's Degree may be substituted for two years of required experience.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in related discipline
- 3 years of Payroll, Accounting or Human Resource experience
- Experience with auditing and reconciling payroll records
- Experience with Microsoft Excel
- Ability to understand and explain complex concepts
- Excellent verbal and written communication skills
- Detail oriented with excellent organizational skills
- Experience using SAP for payroll
- Experience with SAP ad hoc reporting
- Experience with student payroll
- Experience with higher education
- Experience working in a collective bargaining environment
- Experience with diverse populations

SUPPLEMENTAL INFORMATION:

Applications & Resumes will be accepted until position is filled, however; to ensure full consideration, application materials should be received no later than close of business February 19, 2023.

The starting salary for this position is \$41,917, per the AFSCME Collective Bargaining Agreement.

All applications for this position must be submitted via our online application/resume system ONLY. Please do not fax, mail, or e-mail any documentation. Successful interview, background clearance, and demonstration of ability are requisite qualifications for all positions. Kutztown University is an AA/EOE/member of the PA State System of Higher Education and actively solicits applications from women and minority candidates.

Non-Discrimination Statement

Kutztown University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status. To discuss a complaint of discrimination, please contact the University's Title IX Coordinator located in the Office of Social Equity, Old Main A-Wing, Room 02, by phone at 610-683-4700 or by e-mail at pena@kutztown.edu or the Office for Civil Rights located in the Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100, by phone at 800-421-3481 (TDD: 800-877-8339), by fax at 202-453-6012, or by e-mail at OCR@ed.gov.

Applicants for employment are subject to criminal background check.

If you have questions, please email the Human Resources department at humanresources@kutztown.edu.

NOTICE

Kutztown University of Pennsylvania

A Member of the State System of Higher Education

Notice of Availability of Annual Security Report

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Kutztown University; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Department of Public Safety & Police Services at one of the following: Mailing address: Kutztown University, Department of Public Safety & Police Services, P.O. Box 730 Kutztown, PA 19530 Phone 610-683-4002 / Fax 610-683-1530 Email: publicsafety@kutztown.edu
