



## **JOB ANNOUNCEMENT**

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,  
a public, state supported comprehensive institution, serving the six county district  
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

### **Payroll Representative**

Position: Full-time with Benefits; Non-Classified  
Location: Moorefield Headquarters

The Payroll Representative maintains and processes employee payroll, records, and reports for accounting of salary/wages due, accruals, deductions and other payroll functions.

**Responsibilities:** The Payroll Representative is a professional level position responsible for preparing employees' payroll and related reports. Additional responsibilities include supervising and directing the work of lower-level Assistants. Job responsibilities require knowledge of payroll principles, practices, regulations and procedures as well as basic accounting practices and procedures. Work is performed under limited supervision, working from established policies, objectives, and standard following a defined standard output or set of procedures. This position may address non-routine questions and situations, requiring analysis or interpretation of the situation. Decisions may affect a work unit or area within a department or may contribute to business and operational decisions that affect the department.

#### **Requirements:**

Reviews, analyzes and verifies payroll reports and documents for accuracy; makes necessary adjustments or corrections through journal entries or other established procedures.

Acts as liaison with staff, faculty, administrators and students in answering questions, providing alternatives, and facilitating decision-making.

Responds to employee inquiries in a timely manner regarding payroll, benefits information and benefits concerns; trouble-shoots in an attempt to resolve employee payroll.

Reconciles contributions to various benefit plans and ensures payments are sent in a timely manner to vendors and providers.

Provides W-2s and general tax information to employees.

Calculates and processes overtime payments and maintains employee leave balances; calculates retro pay when applicable.

Prepares and submits required reports such as workers' compensation, taxes, social security, and unemployment.

Supervises and coordinates the work activities of lower-level Assistants.

Adjusts timecard entries as necessary.

Manages manual entries with benefits website for all vendors in the group plan.

Processes enrollment emails and tracks enrollments of new hires and rehires.

Performs other job related duties as assigned.

Performs vendor file maintenance (Obtain W-9 forms from vendors as needed) and enter vendor information into the Oasis system as needed; Contact vendors as needed to place orders.

Provide vendors with Tax Exemption Certificates as needed; maintain files.

Process approved purchase orders in Quick Books software.

Process approved invoices for payments via Oasis state system including P-Card purchases; receive invoices against purchase orders in Quick Books and enter vendor payment information in Quick Books

Maintain vendor Accounts Payable files and communicate with vendors on invoice issues.

#### **Qualifications:**

##### **Education**

Associate's Degree or vocational or technical school degree in Financial Administration or Business required.  
Bachelor's Degree in Finance, Accounting, Business Administration, or other related field preferred.

##### **Work Experience**

Over three (3) years of work experience in payroll functions required.

**Resume review begins ASAP!**

Submit current resume and three 3 professional references (names, addresses and phone numbers). Mail to:

Carlos Gutierrez, Director of Human Resources  
Eastern West Virginia Community & Technical College  
316 Eastern Drive  
Moorefield, WV 26836

Or [carlos.gutierrez@easternwv.edu](mailto:carlos.gutierrez@easternwv.edu)

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