



## **Part-Time Payroll Specialist**

Franklin College is accepting applications for a part-time Payroll Specialist. The Payroll Specialist be responsible for completing all aspects of the College's monthly and bi-weekly payroll functions, and will be responsible for processing any additional compensation requests by management. This position completes paperwork for check requests and facilitates the issuing of special checks as authorized. This role provides support to Human Resources as needed including record keeping, file maintenance and HRIS entry and analysis, working in a part-time capacity with no more than 29 hours per week. Responsibilities include verifying, editing and distributing payroll reports as needed.

### **ESSENTIAL DUTIES**

- Successfully process Monthly and Bi-Weekly payrolls without errors;
- Maintain payroll files and various financial documents;
- Process TIAA-CREF retirement entries;
- Assist the HR & Comp Administrator and other members of management with compensation-related issues or questions;
- Deduction Management: Work closely with HR & Comp Administrator to ensure coordination and accuracy of all benefit and payroll deductions;
- Serve as back-up to the HR & Comp Administrator in completing student payroll;
- Follow and abide by all safety rules and regulations;
- Maintain a working knowledge of federal and state legislation affecting payroll;
- Other duties as assigned by the HR & Comp Administrator or member of management on an as needed basis.

### **RESPONSIBILITIES**

This position will be responsible for processing payroll for the college's faculty and staff, on a bi-weekly and monthly payment schedule. This position will be required to prioritize tasks received from multiple departments while balancing the its own essential functions. This role requires the use of discretion and professional judgement, and will be working with confidential financial information. The ability to maintain strict confidentiality is mandatory.

### **QUALIFICATIONS**

- Bachelor's degree from an accredited college or university is required; 4 years of payroll processing experience may substitute for education requirement;
- 3 years of payroll experience required, preferably in a college environment;
- 1 year of working experience in an office setting
- Excellent verbal and interpersonal skills;
- Ability to adapt to quickly changing environments;
- Excellent organizational and multitasking skills.

### **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume, and contact information for three professional references via the application link [Franklin College Staff Application](#).

Contact Human Resources with additional questions.

Franklin College  
101 Branigin Blvd.  
Franklin, IN 46131  
[humanresources@FranklinCollege.edu](mailto:humanresources@FranklinCollege.edu)

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.