



Cape Fear Academy Job Announcement

Applications are now being accepted for a Part Time Payroll Administrator.

Cape Fear Academy

A learning community committed to discovering and developing individual potential, preparing each student for success in college and life.

Located in Wilmington, NC, Cape Fear Academy is southeastern North Carolina's premier PK3-12 independent school. A learning community of 750+ students and 120+ faculty and staff members, CFA is guided by the mission of discovering and developing individual potential. To accomplish this goal, CFA offers students an impressive array of opportunities in academics, the visual and performing arts, and athletics. Our 47-acre campus has state-of-the-art facilities that provide a rich and inspiring physical environment for students to explore and develop their passions. More important, CFA boasts a committed faculty and staff who live the school's mission in their daily interactions with students.

Teachers at Cape Fear Academy deliver high quality instruction that emphasizes critical thinking, written and oral communication, and collaboration in a technology-rich environment. CFA's academic curriculum, recorded in an online mapping system, establishes clear, coordinated goals for each course and grade level while still allowing teachers the freedom to be creative and innovative in their instructional choices. Academic departments foster collaborative decisions about curriculum, materials, and departmental goals. This high level of collegiality as well as support for continuous professional development make CFA an ideal place to grow professionally.

All members of the CFA community are familiar with and expected to uphold and foster the core values of respect, integrity, resilience, and accountability. These core values are the cornerstone for a newly-developed leadership program that empowers students to develop leadership skills, enabling them to go further in school and in life.

Position Description: Payroll Administrator; Part-Time; average 20 hours weekly.

Job Overview:

The Payroll Administrator performs professional and administrative duties related to the monthly payroll operations and reconciling employee benefit invoices. This position reports to the Controller. Payroll is currently processed through Paylocity.

Major Responsibilities:

- Process the monthly payroll for approximately 170 employees in an accurate and timely manner.
- Maintain Paid Time Off hours banks and manage rollover banks.
- Maintain and track employee deductions for benefit withholdings, garnishments, incidentals, and various other payroll deductions
- Update seasonal and annual stipends for coaching and several other stipend positions.
- Manage updates and ensure accuracy of 403(b) deductions.
- Coordinate with HR to reconcile salary, deductions and other payroll changes.
- Organize and scan payroll backup to a shared drive.
- Monitor payroll cost center coding for accuracy.
- Train new employees and supervisors on payroll system for timesheet input and approval.
- Analyze and problem solve timesheet discrepancies with supervisors.
- Review and facilitate Form W-2 and Form 1095 year-end reporting.
- Prepare census information for various reporting.
- Monitor COBRA payments from former employees through COBRA vendor.
- Answer questions from employees and resolve issues regarding payroll
- Ensure employee benefit deductions for new employees and employee changes flow properly from Employee Navigator.
- Conducts payroll office in a professional and confidential manner.
- Reconcile monthly employee benefit invoices to payroll deductions and changes.

Knowledge, Skills and Abilities:

- Strong payroll management skills.
- Experience with Paylocity preferable.
- Excellent verbal and written communication skills and attention to detail.
- Strong project and time management skills.
- Ability to work independently and as part of a team.
- Strong problem solving skills including internal collaboration and vendor consultations.
- Strong interpersonal skills and ability to work with all the school's employees while maintaining strict confidentiality.
- Ability to collaborate, prioritize, organize, exercise good judgment, and model Cape Fear Academy's core values of respect, integrity, resilience and accountability.
- Strong critical thinking skills.
- Perform with a high degree accuracy and integrity.
- Technology savvy with demonstrated skill in using Excel, Word, email (preferably Google Suite), and accounting management software.
- Ability to solve problems effectively and efficiently.
- Independent school experience preferred.

Education:

Associates in a related field is preferred.

Experience:

Minimum of three years of payroll processing in the range of 100 plus employees is highly preferred. Paylocity experience is a plus, but not a requirement. Previous cost accounting of payroll expenses a plus.

Equivalency:

Directly related experience or a combination of directly related education and experience may be considered in place of the above requirements.

Physical Requirements/Working Environment:

- Must be able to efficiently use a computer, phone, copier and other essential office equipment.
- Must be able to sit or stand at a workstation with a computer for extended periods.
- Must have vision abilities commensurate with role and ability to distinguish colors.
- Occasional travel required for seminars, conferences, and other training.
- Ability to handle stressful situations in a calm and objective manner.

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<https://www.capefearacademy.org/about/employment>

Or use the link below:

<https://recruiting.paylocity.com/recruiting/jobs/All/bad901c1-f066-460d-90a1-32df81fba70b/Cape-Fear-Academy>