



# Programs of the Western Pennsylvania School for the Deaf

**POSITION TITLE:**

Payroll Specialist

**REPORTS TO:**

Director of Human Resources

**LOCATION:**

Western Pennsylvania School for the Deaf  
300 E Swissvale Ave  
Pittsburgh, PA 15218

**POSITION START:**

ASAP

**JOB DESCRIPTION:**

This is an exempt, full-time position. Responsibilities include analyzing, validating, preparing and submitting payroll information to payroll processing company on a bi-weekly basis; ensuring timesheets are submitted via electronically and that pay work rules are followed when submitting or recording in the payroll system; handles regular payroll system data updates and maintenance; prepare general journal entries for payroll including but not limited to: bi-weekly payroll journal entries using general journal info-link, monthly accrual entries for salary, benefits and retirement, to provide to the Business Office; ensuring that employee pay changes, deductions and garnishments are transacted in a timely and accurate fashion; ensuring all employee inquiries regarding payroll are responded to in a prompt, accurate and courteous manner; resolving payroll discrepancies and ensuring payroll deductions are remitted to vendors in a timely and accurate fashion; preparing PSERS retirement reports and transmission of employee contributions monthly and employer contributions quarterly; analyzing and reviewing payroll taxes, wage garnishments, and other reports; upon confirmation that all new hire paperwork is received, proceeds to enroll new employees into the ADP payroll system; maintains current knowledge of applicable federal, state wage and hour and payroll laws and ensuring compliance with all regulatory agencies including updates and changes to current laws.

**MINIMUM QUALIFICATIONS:**

Associate's degree in Business or Accounting. Will consider payroll experience in lieu of a degree. Microsoft Office experience including Excel, Word and database. Minimum of five years of payroll and/or accounting systems preferred. ADP and PSERS experience preferred.

**SIGNING REQUIREMENTS:**

The Sign Language Proficiency Interview for the position is "Intermediate." The minimum level accepted at hire is "No Functional Skills."

**CLEARANCES REQUIRED:**

PA Criminal Background, PA Child Abuse, and FBI Clearance required.

**APPLICATION PROCEDURE:**

Send letter of application and resume to:

Lauren Hayes  
Director of Human Resources  
Western Pennsylvania School for the Deaf  
300 East Swissvale Avenue  
Pittsburgh, Pennsylvania 15218  
lhayes@wpsd.org

It is the policy of the Western Pennsylvania School for the Deaf not to discriminate in its programs, education, employment and all other activities on the basis of race, color, national origin, ancestry, sex, age, creed, religion, disability, gender identification or sexual orientation. Any complaints of discrimination should be directed to the Director of Human Resources.



THE SCRANTON SCHOOL  
for Deaf & Hard of Hearing Children

