



Credit Union of New Jersey— who has been voted one of the Best Places to Work in New Jersey for the past 3 years and is a not-for-profit financial cooperative serving over 39,000+ members is seeking a Payroll Specialist to join our growing team. The Payroll Specialist will be responsible for performing all activities necessary to process payroll. Must be able to work independently, be detail oriented, have a high degree of accuracy and work in a timely manner.

**Responsibilities will include but not limited to:**

- Performs tasks to establish and maintain employee/payroll records. Checks and audits timekeeping records for compliance with established standards, maintains time and attendance records, enters new hires into the payroll system, posts changes in pay and tax status, and miscellaneous changes.
- Processes bi-weekly payroll for organization to include reviewing time sheets, ensuring correct hours are paid, entering allowances, entering all payroll/HR changes, reviewing registers, tax deposits and required reporting, computing wage and overtime payments, calculating and recording payroll deductions, processing terminations and other payroll related updates.
- Ensures annual W-2 and other reports are prepared and distributed to employees (both current and separated employees for prior year).
- Researches payroll issues/discrepancies and processes necessary corrections.
- Compiles data and prepares payroll related reports as might be required by regulation, credit union policy, auditors, 3<sup>rd</sup> party vendors, etc.
- Maintains knowledge of federal and state laws pertaining to payroll. Participates in required regulatory and credit union training programs; and receives a passing grade on all required tests.
- Assists in various department activities and performs other department support duties as might be assigned from time to time.

**Education and/or Experience**

Bachelor's degree (B. A.) from four-year college or university; and/or 3 to 5 years related experience and/or training; or equivalent combination of education and experience. Strong working knowledge of ADP and Excel. Blended background in payroll and human resources preferred.

Must be able to work a varied part-time schedule of 18-23 hours.

**Benefits:**

Benefits package for part-time employees includes 401K, paid time-off, paid holidays, and more.

**Apply:**

For confidential consideration, please click on the following URL and attach a resume and salary requirements. <https://home.eease.adp.com/recruit/?id=11651341>

We are an Equal Opportunity Employer.