



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Payroll Clerk</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department:	Human Resources	W/C Classification	8810 – Clerical
Reports To:	VP of Human Resources	Compensation	\$23.00 – \$25.00/hour

SUMMARY

Advance the mission and vision of TMUS by supporting the accurate and timely processing of payroll for faculty, staff, and student employees. This position ensures compliance with institutional policies and applicable federal and state regulations while maintaining strict confidentiality and attention to detail. The Payroll Clerk collaborates with Human Resources and Finance to ensure accurate employee data and resolve payroll-related issues.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist with payroll process for a diverse employee population, including full-time staff, adjunct faculty, and student workers.
- Review and verify timesheets, additional pay/deduction requests, and changes in compensation.
- Maintain and update employee payroll records in the university's HRIS systems.
- Ensure compliance with wage and hour laws, and university policies.
- Assist with payroll-related tax reporting and filings for multiple states.
- Respond to employee and department inquiries regarding pay, and deductions.
- Support onboarding processes by ensuring accurate payroll setup for new hires.
- Prepare payroll reports for internal departments, audits, and leadership review.
- Assist with year-end payroll activities, including W-2 processing and reconciliation.
- Maintain confidentiality of employee records and sensitive payroll data.
- Support internal and external audits, ensuring proper documentation and compliance.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Excellent written and verbal communication skills.
- Excellent organizational, problem-solving, and communication skills.
- Ability to handle sensitive information, exercise confidentiality, good judgment and discernment.
- Strong attention to detail and high level of accuracy.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, finance, business administration, or related field.
- 1–3 years of payroll, or accounting experience; experience in higher education preferred.
- Familiarity with payroll systems and HRIS platforms.
- Basic knowledge of payroll laws, tax regulations, and compliance requirements.
- Proficiency in Microsoft Excel and standard office software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- Regularly required to sit, communicate, and use hands to operate a computer.
- Frequently required to perform detailed work for extended periods.
- Occasionally required to lift and/or move items up to 25 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of, or combination of, race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.