**Title:** Junior Payroll Accountant

**Office/Department:** Financial Services Department

**Description:** This position will be responsible forassisting with the coordination and processing of all aspects of three payroll cycles, including pay calculation, tax remittance and file transmission. Reconcile short-term investment accounts. Calculate depreciation expense estimates, maintain fixed asset database and prepare depreciation entry. Prepare monthly and annual construction and renovation reports, classifying physical plant improvements into general ledger as appropriate. Supervise student organization accounting activity.

**Requirements:** This position requires a Bachelor’s degree in Accounting. A minimum of two (2) years in accounting and one (1) year recent payroll experience is preferred. The qualified candidate will have the ability to coordinate numerous activities simultaneously, ability to discuss payroll issues with employees in a professional manner and make decisions in order to meet deadlines, the ability to learn departmental and College policies, and execute detailed instructions. Must possess intermediate level skills of personal computers including Microsoft Office.

Candidates with the appropriate skills should send their letter of interest, resume, names of 3 professional references, and salary requirements to: [employment@gcc.edu](mailto:employment@gcc.edu).