



### **Payroll Analyst**

**Position Opening:** Durham, NC. GoTriangle, the regional public transportation organization for Wake, Durham, and Orange counties seeks a Payroll Analyst. This position is responsible for performing a wide variety of advanced, diverse, and often confidential payroll, accounting, administrative and paraprofessional duties in support of the Finance and Administrative Services Department.

#### **Duties include (but not limited to):**

- Preparing and processing biweekly payroll to include verifying changes in withholdings, pay rate, and benefit elections, marital status, special employee deductions and garnishments.
- Responding to employees' payroll related inquiries and requests; preparing written correspondence to employees regarding payroll adjustments.
- Preparing, maintaining, and updating the biweekly payroll-related accounts and performing reconciliation within Agency accounting systems related to payroll.
- Verifying employees' time and appropriate approvals via Time and Attendance system.
- Reconciling payroll benefit information.
- Updating and submitting retirement contributions via web.
- Assisting and preparing all payroll related taxes and submitting for payment all related payroll taxes due to Federal and State agencies.
- Remitting taxes, levies, and garnishments.
- Maintaining payroll and related records recording the accumulation and use of vacations, holidays, sick days, and miscellaneous leaves of absence.
- Preparing and submitting various monthly and quarterly reports.
- Assisting with the annual audits related to payroll information.
- Assisting with the annual budget related to headcount/payroll information.
- Researching and resolving Payroll issues and working with departments and vendors regarding payroll associated issues.
- Assisting with month-end closing process including journal entries.
- Performing other duties as assigned.

This position requires an Associate's Degree from an accredited college or university and four years of related experience in payroll, accounting, or related field where comprehensive skills have been demonstrated. The candidate will have knowledge of accounting terminology and methods, organizational practices, and policies and programs. He/she must be highly organized and able to independently plan work and develop procedures. Maintaining confidentiality is crucial to this role. Strong written and oral communication skills are required along with intermediate to advanced level skills using PCs including the Microsoft Office Packages. The salary range is \$36,843-68,887 and a comprehensive benefits package is offered.

*An equivalent combination of related education and experience may be substituted for the above stated minimums excluding High School Diploma, GED, Licenses, or Certifications.*

Qualified applicants can email cover letter and resume to [jobs@gotriangle.org](mailto:jobs@gotriangle.org).  
No phone calls or 3<sup>rd</sup> party solicitations, please. EOE.