Job Description

Job Title: Payroll Specialist
Department: Payroll
Grade: I
FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Performs a variety of clerical tasks related to processing both full-time and part-time payroll for an assigned group of staff members, and specialized tasks related to the payroll reports and processes.

Characteristic Duties and Responsibilities:
1. Verifies and audits payroll and benefit data for active employees and enters it accordingly into the College system; works with Human Resources to confirm the payroll related information and determine deductions and benefits (as needed).
2. Verifies employee records, calculates changes to payroll, check requests, and reimbursements; ensures all necessary changes are made and/or stop payment requests are issued in a timely manner.
3. Understands and keeps current with regulations related to the taxation of salaries, benefits and deductions.
4. Counsels employees regarding Pay Advice concerns including taxes, deductions, and paid codes (such as vacation, sick time, etc.).
5. Performs payroll accounting processes and/or reports as assigned including but not limited to analyzing, balancing & reconciling journal entries, refund of payroll, retirement reporting, month-end reporting, etc. that are due to internal and/or external agencies; gathers, analyzes, and provides accurate information in a timely manner.
6. Assist with the payroll process to create payroll vouchers, print pay checks and pay advices, and mail checks to vendors.
7. Reconciles benefit withholding to statement and makes necessary corrections.
8. Serves as information resource to payroll team and customers, answers inquiries and provides information related to payroll matters; researches and resolves payroll problems and discrepancies.
9. Creates/updates and maintains the payroll standard operating procedures; test and implement new processes as needed.
10. May organize/coordinate payroll trainings including new hire orientation, time entry processing and various payroll processes.
11. May serve as web ambassador.
12. Performs other duties as assigned.

Reporting Relationships:
Direction Received: Reports to the Supervisor of Payroll
Direction Given: No authority or responsibility for the supervision of others

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. October 2018
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Minimum Requirements:
High School diploma or G.E.D. and 3 years of payroll experience including 2 years of accounting experience or Associate Degree from a regionally accredited institution in Accounting or a related field.

Preferred Qualifications:
Associate Degree or completion of coursework from a regionally accredited institution in Accounting or a related field.

Knowledge, Skills, Abilities and Worker Characteristics:
- Knowledge of office rules, procedures and operations regarding payroll.
- Strong customer service skills
- Excellent communication, analytical and interpersonal skills
- Ability to use computer software applications
- Intermediate to Advanced Excel Skill Level

Working Conditions:
Typical office environment