



Job Description

Job Title:	Accounting Specialist II (Payroll)	Grade:	J
Department:	Payroll	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 payroll and accounting task related to processing both full-time and part-time payroll for an assigned group of employees.

Characteristic Duties and Responsibilities:

1. Enters payroll and benefit data for active employees into College computer system; works with Human resources to determine deductions and benefits
2. Calculates changes to payroll, check requests, and reimbursement; ensures all necessary changes are made.
3. Counsels employees concerning issues relating to their pay, including retirements, taxes, deductions, and vacation/sick time.
4. Gathers, analyzes, and summarizes financial information; prepares reports for College and government agencies.
5. Performs journal data entry, account analysis and payroll accounts reconciliation; researches and reconciles discrepancies.
6. Works with Budget staff to respond to inquiries and advise departments on policies and procedures; works on special projects as necessary.
7. Answers inquiries and provide information; researches and resolves payroll problems and discrepancies.
8. Serves as informational resource to staff; assists in providing leadership and direction.
9. Sets up run schedule for payroll; writes procedures for each payroll job.
10. Verifies employment records; issues stop payment requests.
11. Reconciles benefit withholding to statements and makes necessary corrections.
12. Runs payroll process for full-time and part-time employees.
13. Assists in scanning documents in the document archive system.
14. Performs other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to Supervisor for Payroll

Direction Given: May be responsible for directing and monitoring the work of student and/or temporary employees

Minimum Requirements:

Associate Degree from a regionally accredited institution in Accounting, Finance or closely related field; 2 years of work experience in financial analysis. Financial reporting, and accounting and 3 years of payroll experience; a combination of 12 hours of completed coursework in accounting and 3 years of experience in financial analysis, financial reporting and accounting may be substituted for the degree.

Knowledge, Skills, Abilities and Worker Characteristics:

- Strong customer service skills
- Excellent communication, analytical, team-building and interpersonal skills
- Knowledge of basic accounting principles
- Knowledge of payroll procedures, policies and practices
- Knowledge of basic payroll tax regulations
- Good computer skills, especially Excel and Access

Working Conditions:

Typical office environment