Job Description

Job Title: Payroll Specialist Senior
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 clerical tasks related to processing both full-time and part-time payroll for an assigned group of staff members, and specialized tasks related to payroll tax or payroll and benefits accounting.

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 regarding payroll issues including retirements, taxes, deductions, and vacation/sick time.
4. Gathers, analyzes, and summarizes financial information; prepares reports for College and government agencies.
5. Answers inquiries and provides information; researches and resolves payroll problems and discrepancies.
6. Serves as informational resource to Payroll staff and provides assistance and guidance with their daily activities.
7. Sets up run schedules for payroll; writes procedures for each payroll job.
8. Verifies employment records; issues stop payment requests.
9. Reconciles benefit withholding to statements and makes necessary corrections
10. Runs payroll process for full-time and part-time employees.
11. Assists in follow-up of processes.
12. Assists in resolution of issues presented by Payroll staff.
13. Assists in coordination of activities relative to payroll processes and procedures.
14. Assists in monitoring communication to ensure timeliness and responsiveness to inquiries.
15. May serve as a primary contact for encumbrance issues including encumbrance research, resolution and processing; maintaining issues spreadsheet.
17. May organize/coordinate on-line payroll procedures.
18. May serve as primary for payroll tax filing and reconciliation, W-2 processor, and primary contact for payroll tax exceptions including foreign nationals, students, out-of-state employees and others exceptions.
19. May serve as web ambassador for the department.
20. Performs other duties as assigned.

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.

June 2008
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Reporting Relationships:

Direction Received: Reports to Payroll Supervisor or Director
Direction Given: Provides functional guidance to other Payroll staff and student/temporary workers

Minimum Requirements:
High school diploma or GED and five years of payroll experience including 2 years of accounting experience; experience with encumbrance process and payroll tax filing and reconciliation.

Knowledge, Skills, Abilities and Worker Characteristics:

- Strong customer service and interpersonal skills
- Excellent communication, analytical and mathematical skills
- Knowledge of basic accounting principles
- Knowledge of payroll procedures and policies
- Knowledge of computer operations and software

Working Conditions:
Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse

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