Job Description

Job Title: Payroll Specialist  
Grade: I  
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.

Characteristics 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 staff, assists in providing leadership and direction.
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 statement and makes necessary corrections.
10. May serve as a primary contact for encumbrance issues including encumbrance research, resolution and processing; maintain issues spreadsheet.
11. May perform payroll accounting processes as assigned.
12. May organize/coordinate on-line payroll procedures.
13. May serve as web ambassador.
14. 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. May 2014
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Reporting Relationships:

Direction Received: Reports to Payroll Director
Direction Given: May be responsible for assisting with training initiatives

Minimum Requirements:
High School diploma or GED; five years of payroll experience including 2 years of accounting experience

Preferred Requirements:
Associate Degree or completion of coursework from a regionally accredited institution in Accounting

Knowledge, Skills, Abilities, and Worker Characteristics:
Knowledge of payroll practices and procedures as well as accounting processes such as encumbrance and/or payroll tax filing reconciliation
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

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