



Payroll Specialist

Department: Human Resources

FLSA Status: Non-Exempt

Grade/Level: N/A

Work Schedule: M-F; 8:30 am until 2:00 pm.; 12 month.

Job Status: .625 FTE

Reports To: Chief Human Resource Officer

Amount of Travel Required: N/A

Positions Supervised: None

POSITION SUMMARY:

Generates semi-monthly and monthly payrolls in accordance with college policy and federal and state law, including related file uploads and reports. Prepares and submits all federal and or state required payroll related information on demand or monthly, quarterly or annually. Performs general human resource duties as assigned.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Payroll:

Generates semi-monthly and monthly payrolls, including related file uploads and reports by:

- Computing and entering applicable wage and or deductions;
- Collecting, compiling, reviewing, verifying, calculating, processing approved hours worked and or pay related transactions to include: wage garnishments, unemployment claims, prior period corrections, retroactive increases, and overtime;
- Generating manual checks as needed;
- Preparing and uploading retirement contribution file to TIAA- CREF;
- Distributing payroll reports to appropriate personnel;
- Reconciles assigned general ledger (G/L) accounts to applicable payroll documents monthly;
- Reconciles G/L to W-3 information annually.

Compiles, prepares reviews and submits federal and state required information to include, but not limited to: Form 941, Form W-2, Form 990 and the Texas Workforce Commission (TWC).

Compiles statistical reports, statements, summaries or individual payroll information for employees, managers, or auditors.

Maintains, updates and or files/enters assigned payroll/personnel records.

Confers with and or trains all levels of college constituents (including students) on payroll matters to include procedures, time worked calculations, leave balances, electronic submissions and approvals.

Compiles data and creates internal reports, as directed, relating to: turnover, leave (vacation, holiday, personal and sick leave) utilization compliance, overtime costs, unemployment costs, timesheet submission and completion compliance, and incoming/exiting employees,

Other Job Function Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Provides employment verifications to authorized vendors.

Other Duties as assigned

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum: Associates Degree from an accredited institution with at least six hours of accounting coursework. Two years job related experience.

Desired: The College reserves the right to waive the experience requirement if an individual possesses an earned bachelor's degree in accounting or human resources from an accredited institution. Experience in higher education.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) (N/A)

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Excel, Outlook,) or appropriate alternative software (e.g. Colleague) effectively;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must have the ability to:

- maintain regular and consistent attendance and arrive on time;
- self-motivate, solve problems, organize/plan work, complete tasks on or before deadline(s), perform tasks accurately and thoroughly, learn, apply and maintain knowledge of applicable College policy, federal and state guidelines;
- establish and maintain a good rapport with all levels of employees to include: working willingly, effectively and acting/dressing professionally;
- maintain confidentiality regarding sensitive matters;
- model high standards of honesty, integrity, trust, and ethical behavior.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Typical office environment.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____