

JOB TITLE: Payroll Specialist

DEPARTMENT: Finance & Administration

LOCATION: Union Campus

REPORTS TO: Director, Financial Services/Comptroller

FLSA: Non-Exempt

LEVEL: 105

DATE: 10/28/19; 9/25/09

POSITION SUMMARY: Perform a variety of duties necessary to process biweekly payroll for all employees throughout the college including processing pay and withholdings, leave requests, direct deposits, balancing payroll related reports and maintaining accurate records.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of Associate's degree; 2-3 years of related experience

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Process payroll information (e.g. hourly time sheets, overload and faculty adjunct, withholding information, leave of absences, direct deposit, contracts, verifications of employment, payroll authorizations, benefits, etc.) for biweekly payroll.
- Prepare reports, filings, correspondence, reconciliations and other written materials (e.g. monthly payroll reports, transmittal memos, W-2's, 941, tax filings, GL reconciliations etc.) for the purpose of providing written reference and/or complying with college, state and federal requirements
- Maintain a variety of payroll information, files and records (e.g. labor contracts, eligibility policies, time cards, deduction cards, benefits, retirement information, payroll authorizations, tax forms, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Research discrepancies of payroll information and/or documentation (e.g. contract information, W-4 forms, timesheets, leave time, unemployment eligibility, direct deposit requirements, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Respond to written and verbal inquiries (e.g. employment verifications, garnishments, payroll processes, employee inquiries etc.) for the purpose of providing information and/or direction.
- Electronically transmits payroll funds to ACH for proper disbursement after all records have been verified and audited, and payroll records have been compiled.
- Process manual checks
- Process deductions for remittance to proper agents (retirements, HSA, 403b's, FSA).
- Process annual salary increases for all employee groups; process and distribute annual W-2's.
- Maintain and follow current information on payroll procedures and IRS regulations and FLSA.
- Comply with and communicate IRS regulations; effectively communicate with outside vendors, employees, and banking institutions and provide technical information to comply with State and federal agencies.
- Process monthly billings for employee insurance; reconcile employee benefits monthly; electronically transmit monthly insurance payments.
- Assist auditors as needed.
- Process retiree/COBRA insurance payments.
- Attend workshops; keep abreast of state and federal changes in labor laws that pertain to payroll.
- Maintain confidentiality regarding personnel actions; confidential and sensitive performance problems; documents of non-renewal and termination actions.
- Provide documentation necessary to book the year-end salary accruals.
- Provide documentation necessary to adjust uncompensated absences reported on the year-end financial statements.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.
- Maintain updated, written instructions for procedures related to routine tasks associated with the position.

- Understand procedures of and fulfill all reporting requirements associated with MO PEERS & PSRS retirement plan (including GASB reconciliations)
- Works closely with HR on insurance benefits administration
- Adjustment of hours involving evening and/or weekend work may be required.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Knowledge of accounting and payroll principles, practices and methods. Knowledge of payroll laws and FLSA. Knowledge of Section 125 tax deductions. Ability to maintain confidential information. Ability to interpret and implement payroll procedures for state and federal regulations. Ability to proficiently utilize a computerized payroll system, calculators, electronic spreadsheets, and other office equipment. Well developed interpersonal and communication skills. Ability to prepare various reports and correspondence. Ability to establish and maintain positive working relationships with other employees at all levels. Ability to establish and maintain positive working relationships with financial institutions representatives. Ability to apply principles of logical thinking to define problems, collect data, and establish conclusions. Ability to identify and express problems and develop solutions to recommend alternative procedures. Ability to utilize mathematical formulas; add and subtract totals; multiply and divide with great accuracy; determine percentages; and utilize descriptive statistics. Ability to organize, prioritize, and complete multiple work assignments and meet deadlines.

LEADERSHIP and COMMUNICATION SKILLS: Follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures. Communicate using routine sentences; complete routine job forms and incident reports; and/or communicate routine information regarding daily activities.

DECISION-MAKING and ANALYTICAL SKILLS: Requires some decisions that affect a few co-workers. Perform clerical or manual duties. Adhere to college policies and procedures. Perform job duties in a safe and efficient manner.

EQUIPMENT/SOFTWARE: Use office machines such as telephones, fax machines, copiers or calculators. Use computers for data entry and Microsoft Office (Word, Excel, Outlook), or custom applications; use Colleague (college database system)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in an indoor environment; some noise, dust variance in temperatures, moisture and/or humidity, paint fumes during state construction; frequent interruptions and distractions; extended periods of time viewing computer monitor. Flexibility to work evenings and/or weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

POSITIONS SUPERVISED: None

SIGNATURE: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION – East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Multipurpose Building, telephone number 636-584-6712 or hrnotice@eastcentral.edu.