

PAYROLL SPECIALIST
Job Description

CATEGORY: CLERICAL
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 32
REPORT TO: ACCOUNTANT
REVIEWED DATE: JUNE 11, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

To provide the accounting and advanced technical skills necessary to the function of a payroll department. Responsible for maintaining accurate employee records and the preparation of reports affecting transfers of retirement and other taxing authority funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides customer assistance regarding payroll-related inquiries as posed from various sources, including personal, telephone, or e-mail.
- Audits and reviews time record activity for hourly employees. Responsibility includes reviewing the posting hours for payroll processing. Works with various departments/employees to resolve any inconsistencies and corrective action.
- Posts leave absences to update employee leave balances.
- Processes, reviews, reconciles, prepares various payroll related disbursements such as retirement funds, employment tax funds, insurance funds, etc.
- Posts journal entries to record disbursement activity.
- Submits routine payroll job to process monthly employee vacation and sick leave accruals and validates results.
- Assists in auditing holiday, vacation, and sick leave taken and related accrued leave balances.
- Performs the payroll exit process regarding employees who are terminating employment with Texas Southmost College.
- Analyzes employee data and initiates vacation settlement processing.
- Audits/validates overtime reporting for payroll processing. Communicates with various personnel to resolve inconsistencies.
- Collects data necessary for research, follows-up, and communicates with applicable parties.
- Evaluates payroll adjustments in pay or accrued leave and presents findings to supervisor.
- Performs payroll related reconciliations.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs state related reporting activities.

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- Performs tax withholding reviews.
- May be tasked with special projects.
- Meets daily, weekly, monthly, and quarterly deadlines.
- Supports all payroll activities.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- An understanding of and strong commitment to the mission of Texas Southmost College.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Knowledge of standard office practices, procedures and equipment.
- Knowledge of principles and procedures of general and governmental accounting as applicable to processing of payroll.
- Knowledge of generally accepted accounting principles and practices.
- Knowledge of federal, state and local laws, codes and regulations pertaining to processing of payroll, accounting and financial reporting
- Knowledge of state and federal wage and tax laws, and overtime requirements.
- Understanding of proper taxation of employer paid benefits.
- Well-developed verbal skills to present and exchange technical or complex information.
- Ability to work independently and according to established schedules.
- Ability to communicate effectively orally and in writing and to establish cooperative working relationships with persons contacted in the course of performing assigned duties.
- Ability to learn, apply, and communicate policies, procedures, and regulations relevant to assigned account functions and make basic mathematical computations rapidly and accurately.
- A working knowledge of spreadsheets, word processing and other business software applications, including Microsoft Office products.
- Strong written and verbal communication skills.
- Ability to handle sensitive and extensive confidential data.
- Excellent interpersonal, analytical, and organizational skills.
- Demonstrated ability to work in an entrepreneurial, high-demanding work environment that is mission-driven, results-driven and community oriented.
- Ability to perform and excel in a high-tech all-digital environment.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Associate's degree or 60 college hours from an accredited college or university.

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- Three (3) years of payroll processing and accounting experience.

PREFERRED EDUCATION AND EXPERIENCE

- A Bachelor's degree in Accounting or Business Administration from an accredited college or university.
- Experience in a comparable position at a community college or university.

CERTIFICATE AND LICENSURES

None required.

PHYSICAL DEMANDS

The physical demands for the position are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers to handle objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have an associate's degree or 60 college hours from an accredited college or university?
 - Yes
 - No
3. *Do you have three (3) years of payroll processing and accounting experience?
 - Yes
 - No
4. Do you have a Bachelor's degree in Accounting or Business Administration from an accredited college or university?
 - Yes
 - No
5. Do you have experience in a comparable position at a community college or university?
 - Yes
 - No