



## POSITION DESCRIPTION

<b>TITLE:</b>	Payroll Specialist	<b>CATEGORY:</b>	Classified
<b>FLSA STATUS:</b>	Non-Exempt	<b>GRADE:</b>	E

**JOB SUMMARY:** Perform a variety of semi-complex tasks in support of processes and functions related to payroll.

<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Gather, review and audit timesheets and leave forms for proper payment of overtime hours and leave time according to College policies and procedures and federal and state laws. Work closely with Human Resources Department on employee job information changes; employee pay adjustments; print reports to verify input during and after payroll process and make any necessary corrections. Process leave audits, post final vacation/sick leave payoffs and run manual checks when necessary. Execute and follow various payroll processes to finalize payroll, print and file the various payroll reports.	25%
2. Reconcile, prepare, and verify accuracy of state and federal reports on a monthly and/or quarterly basis to include TRS, ERS, TWC etc. Prepare monthly journal entries and reconcile general ledger payroll accounts.	15%
3. Reconcile, prepare and verify accuracy of various retirement carrier reports; submit monthly check request and/or information electronically, regarding child support and wage withholding garnishment; generate payroll reports to deliver to budget heads via e-mail.	15%
4. Audit employee direct deposit forms for accuracy, input information in the Human Resources/Payroll Banner system. Make appropriate changes to employee's direct deposit information mandated by banking institutions.	10%
5. Maintain accurate and complete employee records for audit purposes in both written and electronic format and generate reports to verify documents were scanned and indexed correctly.	10%
6. Assist employees with any payroll related issues and interpretation of rules, regulations, and College policies and procedures.	10%
7. Maintain employee payroll records by inputting W-4 information in Human Resources and Payroll Banner System. Prepare, reconcile employee wages and employee/employer tax contributions to process W-2 forms at the end of the year.	10%
8. Perform other duties as assigned.	5%

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Associate's degree.

**EXPERIENCE:** Three (3) years of related experience.

**SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

**SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Ability to communicate effectively both orally and written;
- Strong basic math skills;
- Ability to interpret tax, benefits, and other deductions to employees and resolve payroll related questions and issues;
- Knowledge of payroll processing and regulations pertaining to employment payrolls;
- Ability to multi-task;
- Ability to establish and maintain effective working relationships with staff and the public;
- Proficient in 10-Key;
- Ability to communicate and interact with individuals at all levels of the institution;
- Ability to set and adhere to timelines and attention to detail;
- Must be computer literate;
- Ability to maintain confidentiality of work related information and materials;
- Ability to interpret college policies and procedures, federal and state laws and regulations regarding employee pay;
- Strong data entry skills.

1. **Equipment Used:** Personal computer and a variety of equipment associated with a general office environment.
2. **Software Used:** A variety of word processing, spreadsheet database, e-mail, 10-Key computer/calculator use, and presentation software.

**PHYSICAL REQUIREMENTS:**

The physical demands described here 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 regularly required to sit; use hands to handle or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift or move up to 10, 25, or 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

X \_\_\_\_\_  
*Employee Signature* *Date*