

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Title	PAYROLL ACCOUNTANT/BENEFITS SPECIALIST
Revised: 7/30/2015	Department	HUMAN RESOURCES
Level: Professional	IPEDS	OTHER PROFESSIONAL
FLSA: Exempt	Reports to	DIRECTOR OF HUMAN RESOURCES

POSITION SUMMARY

This position is responsible for the payroll and benefit functions of the college. Duties include educating new employees on the payroll and benefits process and collecting the required documentation; generation of payroll from data entry to tax remittance and reconciliation; administration of the College's benefit programs; and ensuring compliance of payroll and benefit programs. This position is responsible for the supervision of additional staff in the payroll department.

MAJOR FUNCTIONS

1. Meet with and set up college employees on the payroll system, insuring that all appropriate documentation is provided including contracts, I-9 forms (including identification materials), withholding paperwork, and enrollment forms for benefits. Encompasses registering and verifying new employees through E-Verify, Missouri Department of Revenue, DESE, and OASIS.
2. Keep current on all changes in federal and state tax requirements and modify payroll systems and procedures as appropriate.
3. Calculation of contract payouts, timesheets, timecards and all other pay requests.
4. Process overload and adjunct payments as requested.
5. Data entry of payroll information including hours worked, taxes, benefits, cafeteria plan and miscellaneous payroll deductions.
6. Generate payroll reports, insuring accuracy of data.
7. Process direct deposit reports and transmit direct deposit information.
8. Maintain vacation and sick leave for classified staff employees, with updated totals available on the MyCrowder portal.
9. Maintain and monitor self-funded health insurance plan; approve semi-monthly health insurance claims; reconcile and approve health insurance fixed cost bill; communicate with health insurance third party administrator in resolving employee claim issues; administer COBRA program; process prescription rebates and claim refunds; prepare annual PCORI report and payment; prepare annual transitional reinsurance program report and payment; and monitor and reconcile stop loss payments.
10. Ensure the college maintains compliance with the Affordable Care Act and process/prepare all related payments and notices.

11. Generate and validate monthly reports and billing for cafeteria plan, flex plan, annuities and other payroll deductions. Generate payment requests for corresponding bills at the end of each month.
12. Generate and validate electronic retirement reporting through OASIS.
13. Prepare payroll deposits of federal and state tax withholdings, quarterly 941's, quarterly state reports, unemployment reports, and W-2 forms.
14. Distribute monthly flex plan reimbursements. Maintain spreadsheet of contributions and reimbursements. At year end, prepare a comparison report and request check to Foundation for all monies not reimbursed to employees.
15. Assist in yearly financial audit and worker's compensation audit as needed.
16. Answer telephone and respond to questions as needed; make business calls as necessary.
17. Respond to questions from employees regarding payroll and benefit related issues.
18. Respond to employment verification requests.
19. Perform other related duties as may be assigned.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE
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1. Bachelor's Degree in accounting, business, or closely related field.
2. Three (3) years of full-time related work experience.
3. Knowledge of basic bookkeeping/accounting principles and procedures.
4. Must be highly detail oriented.
5. Ability to key in data accurately and handle confidential material judiciously.
6. Knowledge of rules and regulations regarding IRS, FICA, income tax, retirement system, insurance, and other payroll and benefits issues.
7. Ability to handle mathematical calculations with accuracy and efficiency.
8. Ability to perform multiple tasks and remain calm during frequent interruptions.
9. Ability to establish and maintain positive working relationships with other employees.

EQUIPMENT/INFO TECH ABILITIES

1. Operate standard office equipment such as desktop calculators, computers, copiers, and telephones.
2. Ability to use Jenzabar payroll/accounting system.
3. Information Technology Abilities required:
 - 1-1 Ability to operate a personal computer using the Windows environment.

- 1-2 Ability to understand operating a personal computer within the Crowder College Network environment.
- 1-3 Ability to use E-mail.
- 3-1 Ability to perform basic word processing using MS Word.
- 4-2 Ability to perform advanced spreadsheet functions using MS Excel.

POSITIONS SUPERVISED

Payroll Department Staff

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access, and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including employees, students and the general public.
2. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.

3. Ability to effectively explain regulations, rules and procedures regarding payroll and benefit matters.