

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Title	PAYROLL ASSISTANT
Revised: 8/21/2015	Department	HUMAN RESOURCES
Level: Staff, Range 5	IPEDS	CLERICAL & SECRETARIAL
FLSA: Nonexempt	Reports to	PAYROLL ACCOUNTANT / BENEFITS SPECIALIST

POSITION SUMMARY

Provide assistance with all payroll functions for the college, including data entry of payroll information, generation of paychecks and direct deposits, collecting and verifying documentation, producing required reports, providing assistance with employee benefit programs, and serving as the back-up for the Payroll Accountant/Benefits Specialist when needed.

MAJOR FUNCTIONS

1. Prepare payroll for all classifications of employees, including calculating timesheets, entering data in computer system, running payroll reports, and generating checks; tracking Work-Study students' eligibility in cooperation with Financial Aid Office; and checking timesheets for appropriate signatures and accuracy.
2. Record and maintain vacation and sick leave data for classified staff employees, having totals available upon request.
3. Assist with the following functions of the Payroll Accountant/Benefits Specialist and be prepared to fill in for Payroll Accountant/Benefits Specialist as needed:
 - Meet with new college employees and assist with the completion of required payroll paperwork.
 - Set up all college employees on the payroll system, insuring that all appropriate documentation is provided including contracts, I-9 forms, and back-up documentation, withholding paperwork, and enrollment forms for benefits.
 - Collection, verification and calculation of contracts, timesheets, timecards and all other pay requests.
 - Preparation of overload and adjunct payments as requested.
 - Prepare paperwork for insurance and retirement deductions, employee insurance costs, annuities and other approved deductions, maintaining proper documentation and verifying this information against computer printouts for accuracy.
 - Data entry of all payroll information including benefits, cafeteria plan and miscellaneous payroll deductions.
 - Generate payroll reports, insuring accuracy of data.

- Process direct deposit reports and transmit direct deposit information.
 - Prepare and distribute payroll materials including paychecks, W-2 & 1095C forms and related documentation.
 - Generate and validate monthly reports and billing for health insurance, cafeteria plan, flex plan, annuities and other payroll deductions. Generate payment requests for corresponding bills at the end of each month.
 - Generate and validate electronic retirement reporting through OASIS.
 - Prepare payroll deposits, tax withholdings, quarterly 941 and unemployment reports.
 - Distribute monthly flex plan reimbursements.
 - Answer telephone and respond to questions as needed; make business calls as necessary.
 - Respond to questions from employees regarding payroll and benefit related issues.
 - Respond to employment verification requests.
4. Perform other related duties as may be assigned.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE
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1. Associate's Degree or equivalent.
2. Two (2) years of full-time related work experience.
3. Knowledge of basic bookkeeping/accounting principles and procedures.
4. Ability to key in data accurately.
5. Ability to handle confidential material judiciously.
6. Knowledge of or ability to find accurate information on rules and regulations regarding IRS, FICA, income tax, retirement system, insurance, and other payroll 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 employees, students, vendors, and state and federal agencies.

EQUIPMENT/INFO TECH ABILITIES

1. Operate standard office equipment such as 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.
- 4-1 Ability to perform basic spreadsheet functions using MS Excel.

POSITIONS SUPERVISED

Workstudy

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.
3. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Sedentary work involving sitting most of the time, but will involve mobility within the office and service and/or community locations. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, feel or use computer keyboard; reach with hands and arms; and talk and hear including the use of a telephone. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
2. Input and access information-using computers.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 matters.