

# JOB DESCRIPTION



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**Position Title:** Payroll/Benefits Specialist [P000906]

**Department:** Finance

**Employment Category:** Non-Exempt Staff

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Non-Exempt

**Remote Work Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year **Pay Grade:** NE09

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**Position Summary:** The Payroll/Benefits Specialist is responsible for providing support for payroll processing, including ensuring the timely and accurate processing of payroll that is in compliance with policies and legal requirements, assisting in the testing and maintenance of payroll data and systems, and for providing general support to the Finance department as needed.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Assists in the management of the college's payroll, including HRIS system testing, data entry, and reporting, interfacing with Technology Services staff as needed, and serving as a resource to college employees regarding payroll laws, regulations, and processes

Assists with payroll processing in accordance with policy, state and federal requirements; ensures the accurate and timely processing of payroll for all employees; calculates, verifies and deposits federal and state taxes by required dates; performs data entry to ensure payroll database reflects current and accurate information

Works closely with human resources staff in processing leave policy actions related to Family Medical Leave Act (FMLA), short term disability, and long-term disability benefits.

Monitors leave balances; calculates and processes termination payments in compliance with college policy and state and federal laws and regulations; issues manual payments as required; identifies and records fringe benefits for taxation and reporting

Maintains up-to-date knowledge and understanding of changes to college policies and state and federal laws impacting payroll function; engages in continuing education activities to ensure payroll procedures follow best practices; stays abreast of advances in payroll technology and makes recommendations to improve payroll processes and functions

Conducts periodic trainings, information sessions and individual counseling for employees and supervisors related to benefits compliance, benefits programs, wellness activities; arranges vendor presentations promoting benefits programs to employees

Uploads and verifies timekeeping records; calculates and processes involuntary deductions, including garnishments, levies, etc.; records and processes payments to outside agencies; enrolls, changes and stops direct deposits as authorized by employees; creates direct deposit file and processes as scheduled; corrects returns and sends notices accordingly

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with

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students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Associate's degree in accounting, business or related field, from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Three years' related experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Commitment to the comprehensive community college mission

Knowledge of or ability to learn, follow, and enforce college policies and procedures

Knowledge of and ability to understand and follow federal and state laws related to payroll management

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of or ability to learn integrated administrative systems, preferably Ellucian Banner

Knowledge of computerized payroll systems

Knowledge of payroll and employee benefits principles, practices and methods

Knowledge of accounting mathematics

Knowledge of or ability to learn state and federal employment laws, regulations, and practices, specifically as they related to payroll

Ability to organize and prepare detailed reports with accuracy

Ability to manage sensitive issues while maintaining confidentiality

Ability to work under pressure with frequent interruptions

Ability to supervise the work of others and build and maintain a team atmosphere

Ability to work independently, prioritize tasks, follow multiple projects and tasks through to completion, with close attention to detail while contributing to team environment

Ability to work accurately, efficiently, and effectively with a variety of data and meet deadlines

Ability to relate to a diverse population in a professional and helpful manner, and to maintain composure when faced with difficult situations

Ability to effectively identify and resolve problems and to maintain strict confidentiality

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional manner

**Work Environment:** Incumbent works primarily under limited supervision in an office or classroom setting with appropriate climate controls. Early morning, evening, and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Payroll Benefits Manager

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.