

# JOB DESCRIPTION



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**Position Title:** Payroll Data Specialist [P000328]

**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:** NE07

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**Position Summary:** The Payroll Data Specialist is responsible for maintaining accurate records in support of the administration of payroll and benefits processing, for performing data entry for new and existing employees in the college's Human Resources Information System (HRIS), conducting testing of processes in HRIS and documenting procedures, verifying employment, and assisting employees with payroll and benefits related questions.

**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:

Maintains payroll and benefits data records in the college's HRIS; enters new employee paperwork, personnel action forms, letters of agreement, and related documents that support payroll and benefits processing and verifying payroll and benefits reports

Conduct routine audits of benefits folders to ensure necessary documentation is present and that data records are accurate in the college's HRIS; gathers missing documentation from employees

Conducts testing of processes and procedures in the HRIS in collaboration with other department staff and for keeping documentation up to date

Maintains employee benefit and deduction information; enters new employee benefit and deduction forms and ensures accuracy of related payroll processing

Responds to inquiries from outside entities regarding employment status; assists in providing receptionist support to the department, including answering phones, processing new hire reports, and other related duties

Assists in the training of student employee supervisors related to time entry and payroll related forms, collection of timesheets and follows up on incomplete timesheets, and preparation of special projects as required

Performs other 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 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 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.*

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

Knowledge of and ability to follow college policies and procedures  
Knowledge of employment laws, regulations, and practices  
Knowledge of accounting and budgeting principles, practices and methods  
Knowledge of integrated administrative systems, preferably Banner  
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications  
Skill preparing detailed reports on a timely basis  
Skill utilizing standard office equipment  
Skill in presenting ideas and concepts orally and in writing  
Skill in organization  
Skill in leadership and management  
Ability to maintain high level of personal integrity and ability to manage sensitive issues while maintaining confidentiality  
Ability to maintain accountability, reliability, and ability to perform duties and responsibilities in a discreet manner with a high level of accuracy  
Ability to perform mathematical calculations  
Ability to work under pressure with frequent interruptions  
Ability to work independently, prioritize, 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 all types of data  
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 related to sensitive information  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

## **Preferred Qualifications:**

Experience working with payroll and/or employee benefits in a public education environment  
Experience working with an integrated data management system

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**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.