



JOB DESCRIPTION

JOB TITLE: HR Assistant - Payroll/Benefits	FLSA: Non Exempt
Department: Human Resources	Date Revised: 6/13/2018
Security Sensitive: Yes	Grade: A-13
Reports To: Director of Human Resources and Risk Management	

Job Summary

Under the supervision of the Director of Human Resources, the Payroll/Benefits Assistant performs a variety of record keeping, data entry, compiling, and maintenance duties in support of the Human Resources Department. Maintains payroll and benefit record requirements for accounting of salary, benefits, accruals, and deductions.

Essential Functions

- Ensures payroll database reflects current and accurate information; verifies and inputs pay and data changes.
- Follows defined payroll processes and procedures.
- Calculates termination payments in compliance with College policy and federal and state laws; calculates adjustments, special pays, retroactive payments and overpayment of wages; issues manual payments as required.
- Prepares invoices and payments associated with payroll reporting.
- Enters faculty load sheets and timecard adjustments;
- Prepares reports and payments including, but not limited to ORP, TRS, ERS and other entities;
- Audits and maintains accurate benefit use and accruals;
- Ensures the timely production and distribution of W2s;
- Submits payroll and benefit reports to external agencies as requested;
- Creates new hire personnel files;
- Maintains personnel and payroll records as set forth in records retention schedules;
- Maintains confidentiality regarding personnel actions; confidential and sensitive performance problems; documents of non-renewal and termination actions, organizational plans, and legal actions where premature disclosure could disrupt activities within the HR office, the College or the community;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Ability

- High School Diploma (Associates Degree preferred) and four years of accounting/payroll experience, or equivalent combination of education and experience.
- Knowledge of general Human Resources principles, policies and procedures;
- Demonstrated skills in the utilization of automated HR systems including report; writing and the use of PC's and related software;
- Knowledge of College Policies and Procedures;
- Knowledge of federal, state, and local laws, regulations and guidelines related to assigned work;
- Knowledge of payroll principles, practices and methods;
- Knowledge of accounting practices and procedures;
- Skill in preparing detailed payroll reports;
- Ability to maintain confidential information;
- Attention to detail and ability to cope with several tasks and projects simultaneously;
- Ability to meet deadlines;

Work Environment

- Sedentary, works primarily in a climate controlled environment. Requires continuous visual ability for use of computer, files and reports. Requires stooping, bending and minimal lifting.

Special Requirements

- Ability to work evenings during registration or as required.
- Subject to criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date