



Job Description: Payroll Specialist

The Payroll Specialist shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Director of Human Resources.

Qualifications:

Payroll and/or accounting experience is required. An associate's degree is preferred. The following skills are required:

- Ability to be organized and produce accurate results while meeting established deadlines,
- Ability to manage multiple priorities with frequent interruption.
- Ability to handle confidential matters.
- Proficiency with computer based software including Word, Excel, and Windows and the ability to learn in-house computer software.
- Extensive data entry skills, spreadsheet, and word processing proficiency required.
- Proficiency with desktop calculator.
- Demonstrated customer services skills, ability to relate effectively and tactfully with all levels of the organization.
- Ability to communicate effectively in both oral and written communications.
- Ability to work individually and as a team member.

Description:

The primary responsibilities of this position are the maintenance of employment and payroll records and processing of the College payroll. This is a salaried, non-exempt position covered by the Public Education Employee Retirement System of Missouri (PEERS).

Essential functions include:

1. Assist in preparation of payroll meeting all deadlines;
2. Assure confidentiality and security of records and information;
3. Perform general clerical duties including typing, faxing, copying, filing, greeting visitors to the office, answering department phone calls, relaying messages, giving assistance as needed to provide quality customer service;
4. Assist with processing paperwork for new hires, terminations, and employee changes;
5. Prepare internal payroll reports as needed;
6. Prepare payments associated with payroll;
7. File documents into appropriate files in a timely manner;
8. File and maintain employment records;

Other duties:

1. Reconcile payroll accounts on a monthly and yearly basis;
2. Assist with cost analysis projects, program reviews, and external reporting as needed;
3. Other duties as assigned.