



## MASTER SPECIFICATION

### JOB INFORMATION

Date:	1/17/2018 6:11:08 PM
Official Title:	Payroll Representative Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	553531
Job Family:	Finance & Accounting

### JOB SUMMARY

The Payroll Representative maintains and processes employee payroll, records, and reports for accounting of salary/wages due, accruals, deductions and other payroll functions.

### NATURE OF WORK

The Payroll Representative is a paraprofessional position responsible for preparing employees payroll and related reports. Additional responsibilities may include supervising and directing the work of lower-level Accounting Clerks and Assistants. Job responsibilities contribute to the accuracy, reliability, and acceptability of processes, services, or functions and consist of a relatively small number of tasks/duties performed by selecting correct processes from clearly prescribed rules and specific instructions. Work is performed under immediate supervision following a defined standard output or set of procedures. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

### Distinguishing Characteristics

#### Examples of Duties

#### Essential Functions

Reconciles contributions to various benefit plans and ensures payments are sent in a timely manner to vendors and providers. Provides W-2's and general tax information to employees.

Calculates and processes overtime payments and maintains employee leave balances.

Prepares and submits required reports such as workers' compensation, taxes, social security, and unemployment.

May supervise lower-level Accounting Clerks and Assistants.

Adjusts timecard entries as necessary.

Calculates retro pay when applicable.

Learns all aspects of basic payroll and benefits backup.

Responds to employee inquiries in timely manner regarding payroll, benefits information, trouble-shoots in an attempt to resolve employee payroll, and benefits concerns.

Manages manual entries with benefits website for all vendors in the group plan.

Processes enrollment emails and tracks enrollments of new hires and rehires.

Performs other job related duties as assigned.

#### Additional Responsibilities

May perform data entry in regard to changes to direct deposit and W4's.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Associate's degree, or vocational or technical school degree	Financial Administration or Business	X		

**Additional Experience**

*Check here if experience may substitute for some of the above education and describe how.*

X

**Work Experience**

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Experience in payroll functions	X		