

## POSITION DESCRIPTION

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**JOB TITLE: ASSISTANT PAYROLL MANAGER**

**DEPARTMENT: BUSINESS OFFICE**

**DIVISION: FINANCE**

**SALARY RANGE: \$40,000- \$46,000**

**FLSA:**

**IMMEDIATE SUPERVISOR: PAYROLL MANAGER**

**SCHEDULE DETAILS: FULL-TIME/12 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI**

**DATE OF LATEST REVIEW/REVISIONS: 04/04/24**

### Position Summary

This position is responsible for assisting the payroll manager with the payroll functions of the college. Duties include educating new employees on payroll processes, time off policies and collecting required documentation for payroll deductions; generation of payroll from data entry to tax remittance and reconciliation and ensuring compliance of payroll, retirement and reporting requirements.

### Essential Job Duties

- Oversees the setup of college employees on the payroll system, ensuring that all appropriate documentation is provided including contracts, I-9 forms (including identification materials), withholding paperwork, and enrollment forms for benefits. Encompasses registering and verifying new employees through E-Verify, Missouri Department of Revenue, DESE, and OASIS.
- Keep current on all changes in federal and state tax requirements and modify payroll systems and procedures as appropriate.
- Calculation of contract payouts, timesheets, timecards and all other pay requests.
- Process overload and adjunct payments as requested.
- Data entry of payroll information including hours worked, taxes, benefits, cafeteria plan and miscellaneous payroll deductions.
- Generate payroll reports, ensuring accuracy of data.
- Process direct deposit reports and transmit direct deposit information.
- Oversees/verifies accuracy of vacation and sick leave accruals for employees, with updated totals available on the MyCrowder portal.
- Generate and validate monthly reports and billing for cafeteria plan, flex plan, annuities and other payroll deductions. Generate payment requests for corresponding bills at the end of each month.
- Generate and validate electronic retirement reporting through OASIS.
- Prepare payroll deposits of federal and state tax withholdings, quarterly 941's, quarterly state reports, unemployment reports, and W-2 forms.
- Assist in yearly financial audit and worker's compensation audit as needed.
- Answer telephone and respond to questions as needed; make business calls as necessary.
- Respond to questions from employees regarding payroll related issues.
- Coordinates with Grant Department on payroll account coding, prepare journal entries as necessary.
- Perform other related duties as may be assigned.

## **Required Knowledge, Skills & Abilities**

- Associates degree in accounting, business, or closely related field.
- Three (3) years of full-time related work experience.
- Knowledge of basic bookkeeping/accounting principles and procedures.
- Must be highly detail oriented.
- Ability to key in data accurately and handle confidential material judiciously.
- Knowledge of rules and regulations regarding IRS, FICA, income tax, retirement system, insurance, and other payroll and benefits issues.
- Ability to handle mathematical calculations with accuracy and efficiency.
- Ability to perform multiple tasks and remain calm during frequent interruptions.
- Ability to establish and maintain positive working relationships with other employees

## **Preferred Knowledge, Skills & Abilities**

- Bachelor's degree

## **Information Technology Abilities**

- Operate standard office equipment such as desktop calculators, computers, copiers and telephones.
- Ability to use Jenzabar Payroll/accounting system
- Information Technology abilities required:
  - Skills necessary to utilize computer to manage and improve instruction.
  - Ability to operate a computer using Windows environment.
  - Ability to operate a computer within the Crowder College network environment.
  - Ability to utilize email.
  - Ability to perform basic Microsoft Office 365 components (MS Word, MS Excel, MS Power Point)
  - Ability to perform basic Learning Management System functions.

## **Positions Supervised**

- None

## **Working Environment**

- Generally, indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required.
- Travel to other instructional sites occasionally required.
- A neat appearance and appropriate businesslike apparel are required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Physical**

- Generally sedentary work but will involve mobility within the campus and various sites, light lifting, and physical activities involved in clinical supervision/teaching duties.
- Input, access and distribute information using computers.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Creative and Analytical Skills**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.
- Ability to plan, develop and implement necessary curriculum.

#### **Language/Communication Skills**

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
- Ability to interact with a broad range of people both on and off campus in a positive manner.

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