Title: Payroll Assistant – Business Office
Dept: Business Office
Reports to: Accounting Group Manager
Starting Date: Screening to begin 02/09/2015
Closing Date: Open until filled.

Pay Grade: Classified – G
Salary Range: $26,227 - $45,897
FLSA Status: Non-Exempt

General Statement of Job

The Payroll Assistant processes salary payrolls for administrative, professional/technical support, classified, adjunct, and faculty employees. The Payroll Assistant is responsible for processing the monthly salary payroll, manual adjustments, voids and reissues. The Payroll Assistant coordinates with payroll staff and payments associated with the monthly payroll. Data is analyzed for recording accounting transactions. Customer service is provided to all College faculty and staff employees.

Specific Duties and Responsibilities

Essential Functions:

1. Processes salary payrolls in a timely and accurate manner.
2. Audits timecards to ensure completion and approval by supervisor.
3. Ensures that all timecards are approved on a timely basis.
4. Identifies overtime/straight time from timecards.
5. Runs Timeforce reports.
6. Maintains and updates Timeforce.
7. Prepares letters, reports and requisitions associated with payroll deductions.
8. Determines and makes IRS tax deposits.
9. Prepares monthly reports.
10. Reconciles payroll liabilities.
11. Prepares direct deposit information for banks.
13. Establishes new accounts for new employees in the College.
14. Creates and assigns usernames and passwords to new employees.
15. Provides trainings to faculty and staff college-wide to relay procedures to new employees, or to inform the staff of new upcoming procedures and updates.
16. Contacts employees with stale dated checks, unclaimed property, and bank returns.
17. Performs other duties as assigned.

Required Education and Experience

1. Associate's Degree in Business related field, a minimum of 60 college hours, or
sixteen (16) years of relevant experience required.

2. At least two (2) years of experience in a business setting, preferably in a higher education institution.

**Required Knowledge, Skills and Abilities**

1. Ability to interpret tax, benefits, and other deductions to employees and resolve payroll related questions and issues.
2. Knowledge of payroll processing and regulations pertaining to employment payrolls.
3. Demonstrated accuracy in payroll processing, including tax deductions.
4. Excellent organizational and interpersonal skills.
5. Ability to prioritize and work on multiple assignments.
6. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
7. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Checks, Certificates, Licenses, and Registrations**

1. All applicants are subject to a national criminal background check under STC policy.

**Physical Requirements**

1. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
2. Applying pressure to an object with the fingers and palm.
3. Picking, holding, or otherwise working, primarily with the whole hand.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Ability to make rational decisions through sound logic and deductive processes.
6. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
7. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
8. Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.
No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Position # 705184