

Job Description

Position Title: Payroll Specialist 2

Job Group: Human Resources

Job Level Group: Support - Intermediate

FLSA Status: Non-Exempt

Position Summary:

The Payroll Specialist 2 performs a variety of fiscal and administrative duties. Manages all aspects of the payroll process. Verifies contract amounts, verifies timesheet submissions, and calculates special payments and withholdings. Generates employee paychecks. Oversees the College's travel and entertainment credit card program.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops and uses computerized reports and spreadsheets to analyze, reconcile, and ensure the accuracy and completeness of payroll data.
2. Reconciles payroll deduction information.
3. Produces, reconciles, and transmits reports as required to avoid penalties.
4. Manages and performs the payroll closing process.
5. Analyzes expense reports to resolve issues regarding student and employee expense and allowance requests, reimbursement, and reporting.
6. Reconciles payroll liability reports, prepares and submit payments, and reports to appropriate agencies.
7. Monitors and reconciles travel budget allocations. Provides purchasing, reporting, and travel reimbursement.
8. Researches inquiries for pay discrepancies. Generates and analyzes payroll reports to answer employee inquires and resolve Identified issues.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge of human resources principles and practices
4. Skill in effective communication (both written and oral)
5. Skill in positive, productive and flexible customer service

6. Skill in problem solving
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Associates degree in related field preferred.
- One (1) to three (3) years of payroll experience required.
OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening and weekend work hours
- Pre-employment Background Check Required