

Blackfeet Community College



Position Description

Payroll Specialist

Closing Date	December 12, 2018 @ 3:00 PM
Salary	\$15.00 to \$17.00 Depending on experience
Department	Finance
Personnel Definition	Classified
Term of Employment	12 months/year, 26 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • Chief Finance Officer • President
Supervision Exercised	None. May oversee, on a day-to-day basis, student/temporary assistant(s) as assigned during the academic term.
General Statement of Duties	Payroll Specialist performs payroll accounting and administrative duties including setting up payroll account codes, processing payroll certifications, setting up voluntary deductions, processing and auditing payroll, auditing payroll reports, processing tax forms and resolving payroll issues. under general supervision of the CFO.
Specific Area of Duties	<p>Essential Duties:</p> <ul style="list-style-type: none"> • Perform daily payroll department operations • Manage workflow to ensure all payroll transactions are processed accurately and timely • Reconcile payroll prior to transmission and validate confirmed reports • Understand proper taxation of employer paid benefits • Process correct garnishment calculations and compliance • Execute time and attendance processing and interface with payroll • Perform compliances for unclaimed property payroll checks • Process accurate and timely year-end reporting when necessary (W-2, W-4s, etc.) • Develop ad hoc financial and operational reporting as needed • Process manual check and relocation metric's • Update and reconcile monthly bank statements • Creates and maintains payroll account codes using college financial system chart fields. • Using Jenzabar computer system to perform all payroll functions.

	<ul style="list-style-type: none"> • Recommends or participates in the development of new procedures and policies related to payroll operations utilizing knowledge of the college, state and federal policies and regulations. • Other duties necessary to the functions of the Finance Department as needed.
Qualifications	<ul style="list-style-type: none"> • AA in Business or related field required or Bachelor degree in Business Management or related degree preferred, and • Minimum of 2 years' experience in accounting. • Position involves handling money and will include background investigation.
Knowledge, Skills & Abilities Required	<ul style="list-style-type: none"> • Knowledge of office practices and procedures • Familiarity of payroll processes and experience in performing payroll duties with Jenzabar or computer payroll software. • Proficient with Microsoft Office. • Good public relations skills. • Focus on work despite distractions and interruptions; good work habits; ability to handle details correctly. • Excellent communication, problem solving, organization skills. • Must be dependable, punctual and trustworthy.
Complexity	Above average for multi-tasking requirements such as scheduling, organizing, and juggling demands, but the duties are of average complexity for a qualified applicant.
Personal Contacts	Has contact with students, staff and general public necessary to conduct the day-to-day business operations of the Finance Department.
Physical Demands	While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel and talk and hear clearly. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.
Guidelines	<p>The incumbent will be guided by:</p> <ul style="list-style-type: none"> • Position Description • BCC Employee Policies and Procedures Manual • BCC Catalog • All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations.