

PAYROLL ACCOUNTING ASSISTANT

GENERAL STATEMENT:

Responsible for all phases of the payroll; Assists in the daily operation of the Business Office.

REPORTS TO:

Dean of Fiscal Services/Chief Fiscal Officer

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED with specialized courses in payroll; an Associate degree in accounting preferred.

LICENSE OR CERTIFICATION:

Payroll certification preferred.

EXPERIENCE:

Two (2) years work experience with computerized payroll systems.

OTHER:

Data entry skills; use of basic office equipment and software (computer, calculator, typewriter, Excel and word processing applications); knowledge of all payroll functions and procedures; interpersonal skills.

DUTIES AND RESPONSIBILITIES:

- Compile employee time, production and other payroll data from time sheets and other documents.
- Process payroll information utilizing complex software applications.
- Issue and distribute employee checks and statements; process electronic payroll records.
- Process payroll liabilities (electronically or by paper check) to federal, state and other entities.
- Prepare and submit payroll reports to federal, state and other entities.
- Keep informed about laws that apply to the payroll process.
- Reconcile payroll outstanding checks for Texas Unclaimed Property files.
- Participate as required in the registration process.
- Type, file and perform other similar duties for payroll and business office.
- Other duties as assigned by the dean of fiscal services/chief fiscal officer or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/0/8/95

Revised: 10/26/07

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