



Trinity Valley Community College

Job Description

Human Resources Specialist- Payroll

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Perform payroll functions, assist with other Human Resources duties as needed.

REPORTS TO:

Director of Human Resources

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Associate's degree in accounting or closely related field

PREFERRED:

Specialized courses in payroll, and/or Bachelor's degree in accounting or closely related field.

EXPERIENCE REQUIRED:

Two (2) years' work experience with computerized payroll systems or human resources

PREFERRED:

Three (3) years' experience in higher education or human resources, working knowledge of automated payroll systems as well as ability to compute payroll manually. Ability to navigate websites for the purpose of researching payroll procedures and related legal topics.

OTHER LICENSES OR CERTIFICATIONS:

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and customer service skills
- Budget and Accounting Principals
- Basic math
- Attention to detail
- Time management
- Federal regulations and directives
- Operational systems and procedures

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Stay up-to-date on IRS payroll procedures.
- Work with Systems Administration staff as needed to resolve any payroll system problems.
- Process all payrolls: Faculty and Staff, Institutional and Work-study using ERP software applications.
- Update Contracts/Salary data at beginning of the fiscal year and as needed throughout the year.
- Maintains payroll information by directing the collection, calculation, entering, and analysis of data.
- Updates payroll records by reviewing and approving changes in earnings, exemptions, and deductions.

All TVCC positions are security sensitive and require a criminal background check.



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- Review timesheets and absence slips.
- Calculate overtime and time to be docked. Enter absences into ERP payroll system.
- Enter other miscellaneous payroll data as necessary
- Prepares and approves payments for retirement funds, garnishments, benefit premiums, taxes, and other payroll liabilities.
- Collaborates with staff and other business partners regarding efficient, accurate processing of data, and resolves payroll-related problems after conducting the necessary research.
- Supports the internal and external audit processes as needed.
- Creates journal entries, reviews and reconciles all payroll-related general ledger accounts.
- Scan all payroll related documents.
- Prepare and submit quarterly federal tax return (Internal Revenue Service form 941).
- Reconcile annually all wages, and taxes for compliance
- Prepare and submit Texas Workforce Commission Quarterly Wage report.
- Prepare and submit annual Workman's Compensation Audit Report.
- Prepare, distribute and submit W-2 forms to employees and Social Security Administration.
- Maintain un-cashed check file for payroll checks.
- Responds to inquiries, conducts payroll research, and provides information.
- Other duties as assigned by the Director of Human Resources, or other appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Required: walking, finger dexterity, taking, hearing, seeing, repetitive motions, sedentary work, computer work, and light work.

MENTAL DEMANDS:

- Emotional control under stress 25-50% of the time
- Frequent interruptions more than 50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed it was 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: 7/18/01

Revised:10/11/2021

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Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1468B
DBM:	B	Travel Required:	None
IPDEDS/SOC CODE:	43-3051	Employment Status:	Full-Time
Salary Grade:	175	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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