

Sul Ross State University
Position Description

Official Title: Payroll Specialist

Salary Group: 8

Job Code: 4052

Summary

Function: Manages time and attendance system; responsible for accurate and timely production of hourly payroll; provides highly skilled assistance in all aspects of monthly and hourly payroll preparation.

Scope: Prepares payroll and associated reports for University including Rio Grande College.

Essential Duties

Essential: Prepares hourly payroll using Banner System for Alpine and RGC Campuses; coordinates student employment funding with Budget and Financial Assistance; verifies accuracy of employment authorizations and time sheets; prepares monthly and hourly payroll for distribution; handles the student/hourly payroll direct deposit; enters new employee data in computer; verifies and processes I-9's and W-4's; prepares vouchers and records expenditures; responsible for timely reporting and processing of deductions and contributions to various optional retirement program and TDA carriers; manages time and attendance in Banner system including time sheets, leave requests and accruals; maintains FLSA overtime and compensatory time records; maintains sick leave pool balances and monitors FMLA leave usage; assists students and employees with payroll or benefit issues; verifies student employment; calculates prior state service for incoming full time employees; other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Reports to the Payroll Supervisor.

Given: May supervise student employees.

Education

Required: High school graduate with knowledge of payroll, accounting or bookkeeping.

Preferred: Bachelor's degree in Accounting or related area.

Experience

Required: Three to five years related experience or a combination of experience and education.

Preferred: Experience in payroll and Banner System.

Equipment/Skills

Required: Strong computer skills including Excel and Word; use of payroll or accounting systems; and use of calculator by touch.

Working Conditions

Usual: Office conditions; standard hours; position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: February 2015