

PRESBYTERIAN MANORS OF MID-AMERICA POSITION DESCRIPTION

Position Title:	Payroll Specialist
Last Updated:	01/30/2018
Location:	PMMA Corporate Office
Supervisory Responsibilities:	None
Reports to:	Payroll Manager
Position Type:	Exempt. Full time, hours of work and days are Monday through Friday, 8:00 am to 5 pm requiring 40 hours a week.

Position Summary:

This position is responsible for maintaining the integrity of payroll to ensure all employees are paid correctly and in a timely manner. Prepares any necessary tax documents and makes sure all hours, benefits and deductions are logged appropriately to ensure all payroll accounts remain balanced. All other payroll and Human Resource duties as assigned.

Overall Essential Functions of the Position:

1. Takes ownership of payroll operations
2. Highly organized and efficient in how work time is managed, organized workspace and balance task lists and conflicting priorities
3. Ability to adapt and remain positive during changes to processes and working conditions
4. Attention to detail and the ability to enter data with consistent accuracy
5. Strong, professional communication skills in listening, speaking and writing necessary for communication with staff, service providers and co-workers over the phone, in person and via e-mail
6. Ability to work as a part of a team or independently, willing to communicate needs in a constructive manner as well as provide support to co-workers when needed
7. Basic word processing and spreadsheets to include a high proficiency with a 10-key
8. Sound judgement and the ability to make reasonable decisions in the absence of direction
9. Receptive to coaching from management, responds positively with willingness to make changes when desired
10. Maintains current knowledge of applicable state and federal wage and hour laws
11. Represents and demonstrates the PMMA mission while carrying out job duties
12. Attends training and or development programs as appropriate to meet or enhance current job or career knowledge.
13. Performs additional duties as reasonably assigned.

Essential Duties and Responsibilities of the Position:

1. Process bi-weekly payroll to ensure compliance, accuracy and efficiency
2. Process new hires, employee changes, terminations and benefit administration
3. Comply and adhere to company policies relating to processing of wages and paid time off
4. Provide service to all employees regarding concerns with payroll and benefits, research and troubleshoot inquiries
5. Complete any payroll and benefit related mailings, e.g. child support, garnishments, etc.
6. Maintain processes and audit trails for all payroll transactions,
7. Answer audit questions related to payroll and benefits

8. Processes W-4's, K-4s and MO-4's for tax purposes
9. Distributes W-2's for tax purposes
10. Prepares year end payroll reports
11. Sets up direct deposits
12. Ensures that all benefits and insurance premiums are deducted from paychecks
13. Tracks PTO hours to ensure they are accurately listed on paystubs.

Requirements of Position:	
Education, Experience and/or Training (i.e., License, Certificate and/or Registration):	<ul style="list-style-type: none"> • Bachelor's degree in accounting, business or human resources • 2-3 years' work experience with payroll systems and related software programs
Special Knowledge:	<ul style="list-style-type: none"> •
Skills and Abilities:	<ul style="list-style-type: none"> • Must be able to read, write, speak and understand the English language. • Must possess the ability to make independent decisions when circumstances warrant such action. • Must function independently when necessary, demonstrating flexibility, personal integrity and the ability to work effectively with the staff and support communities • Must possess the ability to deal tactfully with staff, visitors, government agencies/personnel and the public. • Is able to multitask efficiently
Physical or Mental Demands:	<ul style="list-style-type: none"> • This position is classified as Sedentary Work for physical exertion requirements. Sedentary work involves lifting no more than 10 pounds at a time and occasional lifting and carrying articles like files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties • Moves intermittently during working shift. • Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
Working Environment:	<ul style="list-style-type: none"> • The majority of the hours will be spent in a temperature controlled professional office setting • This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
Risk Exposure to Blood/Body Fluids:	It is highly unlikely that while performing the essential functions of this position you will be exposed to blood or body fluids.

I acknowledge that I have received a copy of the Payroll Specialist job description and have had the opportunity to review and ask questions regarding the duties and responsibilities of the specific position. I understand that the job description is not an exhaustive representation of the tasks I will be required to perform.