



Position Title:	Payroll Specialist III		
Reports To:	Payroll Manager		
Department:	Payroll Services	Job Code:	4424
Prepared By/Date:	Patricia Chirdon/06-29-2009	Job Group:	SNE
Approved By/Date:	Lynn Bethel/06-29-2009	Salary Grade:	10
Revised:	Jennifer C. Brito/8-6-2009	FLSA Status:	Exempt

Summary:

The Payroll/Benefits Accounting Specialist is responsible for the preparation of Benefits accounting for the college. This position works as a liaison between employees, non-employees, Human Resources, and outside vendors. This position also accounts and safeguards the integrity, accuracy of employee and non-employee accounts for Health, Dental, Term Life, Investment/Retirement accounts, as well as voluntary benefits.

Essential Duties and Responsibilities:

- Managing TSA/TIAA CREF
- Process disbursements to Investments companies
- Management of accounting for employee/non-employee insurance coverage
- Verify data with Payroll/Human Resources system
- Create disbursements to insurance agencies
- Reconciliation of various benefits general ledger accounts
- Audit Payroll file with Human Resources monthly data
- Affirm verification of accuracy of MDC & employee contribution for each benefit
- Management of accounting for voluntary benefits
- Calculation and verification of accuracy of data of Payroll deductions/Human Resources file
- Provision of monthly benefits to MCD employee with benefits
- Provide accurate benefits to employees and retirees
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Strong analytical and organization skills
- Knowledge of the policy and procedures of MDC
- Background in benefits/payroll accounting
- Executes and expedites all premium/investments continually under deadline orientated condition
- Educating and the new management and staff of the MDC policies and procedures
- Ability to communicate effectively, orally and in written communication
- Requires decision-making skills
- Complying with deadlines continually while balancing telephone inquiries, emergencies and other requests
- Be able to work independently from all areas of the college and must have the ability to take charge in many facets of the benefits/payroll decision making

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates of Arts degree in related field from two-year College or technical school and four (4) years of experience in responsible in accounting, finance, or payroll preferably in a large office environment; or equivalent combination of experience and education.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature Date

Printed Name