DRURY UNIVERSITY JOB DESCRIPTION

**JOB TITLE:** Payroll Assistant

**DEPARTMENT:** Financial Services

**DATE:** February 4, 2016

**SCHEDULE:** Flexible, Monday-Friday

**FLSA:** Non-exempt

**REPORTING SUPERVISOR:** General Accountant/Payroll Coordinator

**JOB FUNCTION:**
Support the department by providing assistance to faculty, staff, and students. Distributes information such as paychecks, tax withholding forms, and so forth. Collects, enters, and maintains employee master and computerized files and processes paychecks, and reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 10%</td>
<td>Monthly</td>
<td>Utilizing letter from department of education prepares journal entries for FFELP bank deposits, prepares monthly bank reconciliation for the FFELP bank accounts.</td>
</tr>
<tr>
<td>2. 10%</td>
<td>Ongoing</td>
<td>Using a keyboard, software, and IBM AS/400 mainframe computer system and terminal, key data creating and maintaining control, employee, and employer files.</td>
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<tr>
<td>3. 10%</td>
<td>Monthly</td>
<td>Using a calculator, add-up student time sheet hours calculating a grand total. Using keyboard, software, IBM AS/400 mainframe computer system, and terminal, print a wage rate listing to identify student identification number. Using a financial aid work study master listing, verify and post Work Study account numbers onto Work Study student time sheets. Sort time sheets, and using a calculator, add-up and print the grand total on a control total form. Generate and print an edit of the time cards. Manually review the time card edit(s) to the control total form(s) checking for accuracy, correcting all discrepancies. Carry sorted checks to financial services for distribution. Post the “L” batch (labor).</td>
</tr>
<tr>
<td>4. 13%</td>
<td>Ongoing</td>
<td>Using an IBM personal computer, software (i.e., Excel, and Word Perfect 6.1), and printer, prepares, organizes, and types spreadsheets, reports, memos and other correspondence, usually from rough draft, proofreads making changes in grammar, spelling, and punctuation as needed. Makes required copies, sorts, folds, and stuffs into envelopes for mailing and carries them to the university mailroom.</td>
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<tr>
<td>5. 9%</td>
<td>Monthly</td>
<td>Using a keyboard, software, and IBM AS/400 mainframe computer system and terminal, generate a control total, create a student payroll edit, and balance. Download direct deposit data from AS/400 to PC file. Using IBM Personal Computer and Modem to transmit direct deposits data to bank. Fax confirmation to bank after transmission. Post the AL@ batch (labor).</td>
</tr>
<tr>
<td>6. 7%</td>
<td>As Needed</td>
<td>Using a keyboard, software, and IBM AS/400 mainframe and personal computer system and terminal, update student fringe benefit file and print an edit; balance fringe benefits to spreadsheet for discrepancies. Post the “T” batch.</td>
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<tr>
<td>7. 5%</td>
<td>As Needed</td>
<td>Checkout payroll checks from financial services vault, using a pen or pencil to log check numbers, date, payroll type, and employee name. Climbing the stairs, carry a box of checks, weighing 5 -20 pounds, to and from the computer center. Using a pen or pencil, checkout Signature Stamp. Stamp, stuff, seal, and sort payroll checks. Using keyboard, software and IBM AS/400 mainframe system and terminal, generate additional reports.</td>
</tr>
<tr>
<td>8. 5%</td>
<td>Monthly</td>
<td>Using a key board, software and IBM AS/400 mainframe computer system and terminal, enter payroll adjustments, check numbers, and process a handwritten payroll. Using a typewriter, type each payroll check as calculated by the computer. Post the &quot;L&quot; (labor) batch. For void payroll checks, select the option to void checks. Enter the check or direct deposit number to be voided. Post the “T” (benefit) batch.</td>
</tr>
<tr>
<td>9. 3%</td>
<td>Daily</td>
<td>By bending, squatting, standing and lifting, meticulously post and file active and inactive</td>
</tr>
</tbody>
</table>
employee personnel and payroll information.

10. 2% Monthly Using General Ledger printout, review the accuracy of payroll and journal entries, correcting discrepancies.

11. 1% As Needed Using the IBM AS/400 mainframe computer system, software, keyboard and terminal, using data created by queries, create and merge lists, and print reports.

12. 1% Annually Sorts and prepares forms W-2 for mailing or disbursal to employees. Using personal computer and software tracks W-2 forms that are received in return mail. Responsible for attempting to locate valid addresses (or contacting these employees) in order to deliver returned forms W-2 in timely manner. Using typewriter, calculator, and IBM AS/400 mainframe computer, makes adjustments as needed to employee earnings totals and creates corrected wage and earnings statement (Form W-2c). Distributes corrected form to employee and submits corrected information to Social Security Administration and State Department of Revenue and necessary.

13. 5% Ongoing Processes campus bookstore charges for faculty, staff, departments, and students. Audits, organizes, edits and checks ID No., account number, and calculates bookstore charges by individual charge ticket. Prepares summarizing journal entry and keys entry into AS400. Balances batch and posts.

14. 2.5% Weekly Keys in precoded accounts payable invoices to AS400.

15. 2% As Needed Balances, prepares, and completes daily bank deposit for three computer registers.

16. 2% Daily Performs data entry for cash receipting accounts receivable batches, and petty cash checkbook.

17. 10% Ongoing Using interpersonal communication skills, courtesy, tact, reasoning skills and an understanding of the university's various payment plans, policies and procedures, attends the front counter, and assists students with payment plans, billing information, financial aid information, obtains student signatures, and collects cash payments, keying them into the IBM AS/400 mainframe computer system and issuing a receipt. Assists other office staff members with student mass mailings by folding and stuffing statements into envelopes. Using the telephone and communication skills, settles payment disputes with vendors, faculty and staff. Assists with filing copies of the statements into student folders in the manual filing system.

18. 2.5% As Needed Prepares Excel spreadsheets.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Accounting majors preferred.
2. Ability to prepare payroll information, type and/or edit IBM AS/400 mainframe and personal computer data, compare payroll information to edit, stamp checks and so forth.
3. Ability to communicate effectively in order to answer and place telephone calls, provide information to visitors, students, faculty and staff.
4. Ability to read for reviewing employee information (i.e., personnel action reports, contracts, voluntary and fringe benefits deductions, etc.), payroll regulations and support documentation when preparing paychecks, W-2 forms, editing data entry, and comparing paycheck edits with employee information for accuracy.
5. Ability to exercise discretion and use judgement for reviewing payment of compensation and benefits, payroll file, and so forth, bringing questionable items to the attention of supervisor.
6. Ability to maintain a meticulous manual and computerized filing system, in order to maintain properly documented proof of payroll activities.
7. Attention to detail for providing accuracy of payment, discovering questionable/authorized paycheck requests and errors in calculations, thus safeguarding the assets of the university.
8. Ability to accurately key information for typing correspondence, reports, and data into mainframe and personal computer.
9. Experience with the knowledge of and the ability to use an electric typewriter, IBM AS/400 mainframe and personal computer, Word Perfect 6.1, Netscape, e-mail, WinFax, and Excel are necessary to type information and generate computer reports, enter data into mainframe, and so forth.
10. Ability to use an IBM printer for printing letters, spreadsheets, correspondence, reports, etc.
11. Ability to use a photocopier and paper folder for preparing documents, bills, reports and correspondence to be mailed and so forth.
12. Ability to use a calculator to accurately prepare numerical information.
13. Ability to concentrate and attention to detail are necessary in order to have accurate data and to maintain records.
14. Ability to understand instructions in order to do assignments correctly and thoroughly.
15. Ability to handle deadlines and stressful situations in a calm, orderly and accurate manner in order to complete work on time and to deal with the public, faculty, staff, students and visitors.
16. Ability to set goals, prioritize and organize tasks and workload in order to complete assignments in a timely manner.
17. Excellent interpersonal communication skills are required, including courtesy and tact, in order to deal effectively with callers, visitors, students, faculty, and staff and to provide information clearly and effectively.
18. Spelling and grammar skills, normally used in daily correspondence and publications, such as those normally obtained in high school, are necessary to communicate correct information.
19. Ability to operate a motor vehicle is necessary to transport payroll tax checks to bank and mail to post office, when necessary.
20. Ability to have a professional and neat appearance for greeting visitors, staff, faculty, students and other members of the public.
21. Ability to climb stairs in order to get to the office and deliver paychecks to the computer center.
22. Ability to solve problems and think critically and independently for organizing and completing workload.
23. Ability to remember and recall details and events in order to remember meeting people, recall dates, events, information, and names.
24. Must be enrolled in day school as a full time student (at least 12 credit hours).
25. Must have completed a FAFSA form (Financial Aid) for the current academic year.

**PHYSICAL REQUIREMENTS:**
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. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK CONDITIONS:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.