

POSITION DESCRIPTION

TITLE: Payroll Associate - (Exempt)

Collective Bargaining - Ineligible - Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary's College as defined by the Board of Trustees of St. Mary's College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Performs a variety of intricate accounting tasks requiring experience and independent judgment. Ensures accurate accounting records for receipts and/or disbursements within the College. This is a responsible position that works with minimal supervision. Duties include performing a variety of complex clerical and bookkeeping work, applying accepted procedures to the preparation and maintenance of accounting records, and preparing financial and statistical reports. This position reports to the Associate Director of Payroll and Benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Responsible for maintaining regular bi-weekly payroll; Exception Time Report (ETR) regular payroll over nine hundred thousand dollars.
- Transmits payrolls electronically from St. Mary's College to Central Payroll Bureau bi-weekly to meet required deadlines.
- Processes ETR, consisting of calculating salary adjustments, overtime and shift differentials, and contract or leave payoff amounts, adhering to all state regulations as well as college policies and procedures.
- Processes all regular employee salary adjustments (COLA, Equity, etc.) with the Department of Budget and Management.
- Processes and inputs all faculty and staff salary adjustments including salary notifications, stipends, temporary adjustments, titles changes, promotions, etc.

Position Description
Payroll Associate
Page 2

- Enters and maintains information for regular employees in the Human Resources Information System (HRIS), Anthology System, and the State Personnel System (SPS).
- Learns and uses HR and payroll systems.
- Maintains the integrity of personal leave records, including identifying and correcting errors, functions as liaison between the human resource office and Information Technology.
- Verifies regular payroll exception reports.
- Processes permanent employee new hire information, salary adjustments, and Maryland State Retirement and Pension (MSRP) changes in the Statewide Personnel System (SPS) and HR systems.
- Sends departure notices to employee and Office of Information Technology (OIT), completes termination in HR systems, and other applicable systems.
- Conducts employee timesheet training.
- Prepares salary notifications for employees of SMCM and HSMC.
- Processes fiscal year end leave.
- Works collaboratively with the Data Administrator/Contractual Payroll and will serve as backup.
- Develops scheduled and ad hoc personnel and payroll reports.
- Maintains computerized leave records, consisting of data entry of leave used and calculation of leave adjustments, as well as the preparation and distribution of timesheets.
- Processes employment verifications for requesting financial institutions and completing payroll-related reports required by various governmental agencies.
- Completes all unemployment employment verifications for regular employees.
- Completes the monthly personnel transactions reports.
- Prepares Legislative Services reports; including quarterly vacant pin report; ORP Data request and the Annual Personnel Report.
- Prepares for review the vacant position list and monthly report for the Vice President for Business and Finance.
- Prepares weekly and monthly reports as needed for regular employees.
- Manages the organizing and storing of all payroll information for auditing and archive purposes.
- Manages all regular employee files, including the I-9 binders for regular payroll.
- Provides payroll information as required to state and independent auditors.

Position Description
Payroll Associate
Page 3

- Required to operate a calculator by touch and required to use a computer for data entry and word processing.
- Interfaces frequently with financial institutions, Central Payroll Bureau staff, as well as College faculty, staff, and students who present a payroll or leave-related problem.
- Answers phone for the HR department as needed.
- Serves as backup to the Office Associate II as needed and performs other clerical duties such as: sorts and routes office mail and maintains appointment calendar in the absence of the Office Associate II.
- Handles confidential issues.
- Attends training and professional development.
- Serves as a Campus Security Authority in accordance with the Clery Act.

MINIMUM QUALIFICATIONS:

- Education: High School diploma or GED equivalency required; Associate's degree preferred, including courses in typing and bookkeeping.
- Experience: Three years responsible experience in payroll, accounting, or secretarial assignments involving advanced records keeping (directly related business school or college courses may be substituted equally for up to one year's experience); or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Must be bondable.
- In addition, must have working knowledge of bookkeeping theories and practices and accepted office procedures, some knowledge of intermediate accounting procedures. Must have the ability to perform a volume of numerical detail work accurately, to make difficult mathematical computations with and without mechanical assistance (ability to operate calculator by touch).
- Must be proficient in the use of computer-based spreadsheets and related software.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.