

POSITION DESCRIPTION

TITLE: Payroll Assistant - (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:

This position reports to the Manager of Payroll and Benefits and supports the payroll department in processing employee pay accurately and timely.

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.
- Assists with processing weekly, bi-weekly, or monthly payroll.
- Enters and updates employee information, time records, and pay changes.
- Helps maintain employee payroll files and records.
- Supports payroll audits and reporting tasks.
- Assists with filing payroll documents and maintains confidentiality.
- Works closely with the Human Resources and Finance teams to ensure accurate employee data.
- Serves as a Campus Security Authority in accordance with the Clery Act.

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MINIMUM QUALIFICATIONS:

- Education: High School diploma or GED equivalent. Internship or college coursework in accounting, finance, or Human Resources is a plus.
- Experience: Customer service or administrative experience preferred. Experience with payroll software or timekeeping systems is preferred.
- Basic math and computer skills.
- Familiarity with Microsoft Excel or similar tools.
- Strong attention to detail and willingness to learn.
- Good organizational and time management skills.
- Ability to handle confidential information responsibly.
- 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.