

# **PAYROLL TECHNICIAN**

## **EAST ARKANSAS COMMUNITY COLLEGE**

### **Job description**

#### **Position Summary:**

The Payroll Technician is responsible for assisting a professional payroll staff that are responsible for the production and processing of regular and supplemental employee payrolls. This position is governed by state and federal laws and agency/institution policy.

#### **Duties & Responsibilities:**

- Accurate data entry of all employees into the Payroll system which includes evaluating employee status forms for correctness of account numbers, position numbers, approver numbers and dates.
- Processing of all paperwork for hourly students, such as I9 documents, tax forms, etc., notifying departments of incomplete or missing paperwork.
- Reconciling and paying Benefit deductions; monthly and semi-monthly.
- Assist with entry of non-student hourly during peak times payroll processing times.
- Logging assignment change forms.
- Complete termination workflows.
- Other duties as assigned.

#### **Knowledge/Skills/Abilities:**

Knowledge of state payroll processing requirements, and bookkeeping policies and processes.

Ability to assist in the production of payrolls, reconcile and balance payroll documents, prepare reports, and identify and reconcile payroll discrepancies.

#### **Minimum Qualifications:**

The formal education equivalent of a High School Diploma

Two (2) years of specialized training in Bookkeeping or related field

Two (2) years of experience in Payroll Processing, Payroll Accounting, or related area.

Other job related education and/or experience may be substituted for all or parts of these basic requirements upon approval of the qualifications review committee.