ANNOUNCES AN OPENING IN ADMINISTRATIVE SERVICES  
PAYROLL / BENEFITS OFFICE

POSITION: PAYROLL SPECIALIST

DESCRIPTION OF DUTIES: Responsible for assisting in the processing of all College payrolls including federal work-study, overtime, supplemental payrolls, benefit claims and withholding claims. Assist with the balancing of all monthly payroll billings, garnishments and levies of wages. Assist with verification and distribution of W-2’s and other employment forms. Assist with calculating leave absences, compensatory time, overtime pay and unexcused absences of employees. Assist with analysis and completion of monthly, quarterly and annual reports and surveys. May assist the Benefits Specialist as needed. Serve as backup for the Coordinator of Payroll/Benefits with responsibility for payroll functions in their absence. Provide customer service to all employees, students and vendors by promptly answering questions and concerns by phone, email, mail or in person. Process all adjunct and hourly files to include, but not limited to: data entry, hiring and filing. Assist with preparing paystubs for distribution. Assist with the distribution of checks and paystubs. Perform other duties as assigned by the Coordinator of Payroll/Benefits. Regular attendance is an essential function of this position. The hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. May require some evenings and weekends.

MINIMUM QUALIFICATIONS: High School Diploma or equivalent. Four (4) years experience working in payroll, employee benefits or customer service. Ability to be trained in PeopleSoft software. Proficiency with MS Office software (Excel and Word including mail merge). Must be detail oriented. Excellent written/verbal communication and customer service skills. Ability to work under pressure and meet strict deadlines. Light lifting up to 10 lbs and light carrying up to 10 lbs. Ability to reach above shoulder. Periods of time spent sitting, standing, walking, kneeling, bending and stooping.

DESIRED QUALIFICATIONS: Associate’s Degree. Experience working in higher education environment, preferably in the area of Payroll/Benefits. PeopleSoft experience to include running queries and analyzing results.

SALARY: $26,400 - $28,000

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON AUGUST 11, 2015)

Must be eligible to work in the United States
An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/

HUMAN RESOURCES/AAO  (405) 733-7979
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