

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Payroll Specialist

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 North 31st Street
Billings, MT 59101

RATE: \$15.62 - \$17.41 hour DOE

HOURS: 40 hours per week

DUTIES: See Job Description

OPENING DATE: September 30, 2017

CLOSING DATE: Open Until Filled

WORK SCHEDULE: To Be Established By Supervisor

QUALIFICATIONS: See Job Description

HOW TO APPLY: Internal Candidates must submit a current Resume and Letter of Interest.
External Candidates must submit an HRDC Application, Cover Letter and Resume to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

POSITION DESCRIPTION
HUMAN RESOURCES DEVELOPMENT COUNCIL

POSITION IDENTIFICATION

Functional Title: Payroll Specialist
Department: Fiscal/HR
Supervisor: Human Resources Manager
Subordinates: N/A
Status: Nonexempt, Full-time

POSITION SUMMARY

This position is responsible for the processing of payroll; preparing monthly, quarterly and annual reports and filings; benefit reconciliations and payment; and maintenance of employee files. The Payroll Administrator is also responsible for providing administrative support and assistance to the Human Resources Manager.

ESSENTIAL JOB FUNCTIONS

The requirements listed are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

DUTIES AND RESPONSIBILITIES

1. Handle all aspects of payroll for staff and youth including maintenance of employee files, benefits, payroll system files, and processing of the payrolls. Maintain payroll accounting system necessary for proper cost allocation, benefit administration, payroll taxes preparation, as well as for detection and correction of errors.
2. Provide assistance to the Human Resources Manager with the full cycle of employment related tasks including: recruitment, scheduling and preparing for interviews, sending non-select letters, reference checks, background checks, employee orientations, benefits administration, evaluation processes, terminations, etc.
3. Create and maintain spreadsheets for on-going HR tracking of employment data and documentation.
4. Reconcile to the General Ledger all agency benefits. Process monthly and quarterly benefit payments; prepare quarterly and annual payroll tax returns, W-2s, 1095's and related worksheets. Communicate verbally and in writing, as necessary, to fiscal team members, vendors, agency staff, benefit providers, auditors, etc. Prepare quarterly analysis and reconciliation of payroll related liabilities.
5. Knowledge and understanding of HRDC's fiscal and personnel policies and procedures. Assist in the administration of policies and procedures in accordance with laws and regulations.

6. Process, maintain and monitor COBRA billings, receivables, correspondence and reconciliations.
7. Record cash deposits in the accounting system and maintain daily cash logs.
8. Assist with Safety and Employee Wellness Committees.
9. Maintain filing, responsible for record retention process and purging appropriate outdated records in accordance with approved policies.
10. Complete special projects and other duties as assigned that have been determined to be productive and efficient for the continuing improvement of the Agency.

Additional Knowledge, Skills and Abilities:

- Demonstrates **dependability** and **punctuality**.
- Ability to maintain **confidentiality** of sensitive information.
- Adheres to a **consistent** work schedule, with the ability to be **flexible** when necessary.
- Exhibits strong **attention to detail**.
- Displays **professionalism** in the workplace.
- Ability to **problem solve** and **reconcile** accounts, billings statements, etc.
- Established **proficiency** with Microsoft Office applications, including Excel. Must have experience, abilities and skills to setup and maintain spreadsheets and troubleshoot spreadsheet issues.
- Use of **10-key** by touch.
- Ability to work **independently** as well as in a **team setting**.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Accounting or related field; or Associates degree in Accounting with two years of HR or payroll experience; or equivalent combination of education and experience. Knowledge of State and Federal employment laws and regulations is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

A driver's license is helpful, but not required. If selected, candidates operating a vehicle in the performance of Agency business, must have current and continuous liability insurance along with a satisfactory driving record.

OTHER SKILLS, ABILITIES and REQUIREMENTS:

Ability to use a computer, various software (Windows, Excel, Word and Microsoft Office) and 10-key by touch. Ability to work with low-income and disadvantaged people with an objective, nonjudgmental attitude. All job offers are contingent on the new hire's ability to successfully pass a criminal background check.

PHYSICAL DEMANDS

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.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.