



JOB TITLE: Payroll Technician

JOB CODE: Hourly

Department Name: Business Services
Reports To: Director of Accounting
Location: Mt. Pleasant or Harrison Campus

EX/NE: Non - Exempt
Pay: Grade 5, Per ESPA Agreement
Last Revised: October 2017

POSITION SUMMARY:

Mid Michigan College seeks individuals who: value collegiality and mutual respect; use data in decision making; are innovative; are service minded; are goal oriented; strive to continually improve themselves and their work processes; are willing to collaborate and seek to add value in every interaction.

Prepare and process all college payroll. Maintain accurate payroll systems, corresponding records, reports, statistics, tax filings and regulatory compliance.

ESSENTIAL JOB FUNCTIONS:

1. Verify, input and process administrative, faculty and hourly payroll including the direct deposit and related bank transfer. Verify and process stipends and other payments for college employees as appropriate.
2. Manage and report usage and accrual of employee leave time, new hire reporting, and college compliance with State and Federal regulations.
3. Responsible for MPSERS deduction code updates and timely submission of bi-weekly pay reports.
4. Process employee health insurance billings, including auditing, reconciling to deduction reports, vouching, processing for payments and creating corresponding journal entries.
5. Process payroll deductions including download to bank for payment.
6. Maintain accurate payroll files. Compile and maintain payroll related statistics. Coordinate and manage the annual worker' compensation audit.
7. Prepare and submit annual filings including W-2's to employees and IRS as required. Perform annual and fiscal set-ups in Colleague including but not limited to all tax and retirement changes.
8. Interpret institutional payroll for employees and supervisors and respond to related questions and inquiries.
9. Develop and maintain excellent public relations through timely and effective communications with all departments and the community. Respond courteously to inquiries, provide information within the scope of the duties and responsibilities of the function, and refer inquiries as needed or warranted to other parties.
10. Attend and/or participate in departmental meetings, internal committee/task force meetings as assigned, perform related tasks as required.
11. Support and serve as a role model for our mission, vision, strategic and service initiatives. Adhere to the organization's policies and procedures and compliance guidelines.
12. Performs other duties as assigned.

BACKGROUND AND JOB REQUIREMENTS:

Knowledge, Skills, Abilities:

- Strong mathematical, analytical, organizational and cash handling skills.
- Excellent customer service skills.
- Strong written and verbal communication skills.
- Proficient computer skills to include Microsoft Excel, and Word.
- Ability to maintain good work relations with fellow employees and students.
- Ability to apply and support quality improvement approaches to the department and college operations.

Education, Certification, Licensure:

- Associates degree in accounting or related field or two years of payroll experience required.
- Bachelor's degree in accounting or related field preferred.

Experience:

- One to two years of experience in an accounting related position required.

WORKING ENVIRONMENT:

- The job responsibilities of this position are performed in an office building environment.
- There may be occasional travel to other college locations for meetings.
- There may be occasional travel for conferences/training.
- Duties are performed in an independent and team atmosphere. Continuous collaboration with team and supervisor will occur.
- The job requires minimal physical exertion, such as walking, standing, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (5- 25 pounds).
- Minimal discomfort due to heat, dust and noise may occur.
- Typical work schedule is 1st Shift 8:00am – 4:30pm with flexible or extended hours as approved by the Director of Accounting.

Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employee Signature: _____

Date: _____