

TITLE: Payroll Clerk

DEPARTMENT/DIVISION: Business Office

REPORTS TO: Vice President of Finance, Grants and Enrollment

CLASSIFICATION: Classified, full-time

SALARY: \$33,000 - \$35,000, based on education and experience

POSITION SUMMARY

The Payroll Clerk is primarily responsible for all aspects of the payroll files, including the processing of payroll checks and fringe benefits. This position is also responsible for transferring money to the proper funds at the State Treasurer's Office for all full-time campus positions. Other responsibilities include proper documentation and reconciliation of all aspects of payroll and withholdings. This position will also cross train with other payroll and human resource duties.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve; interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handles confidential information with tact and discretion.
- Awareness of changes in state and federal tax rates.
- Ad hoc reporting.
- For full-time positions:
 - Verify Personnel Action Requests (PARs) for accuracy.
 - Enter new employees in system.
 - Ensure all payroll changes are entered into system.
 - Check payroll/benefits withholdings for accuracy.
 - Maintain leave records, payroll verification data and other related time and attendance data.
 - Verify checks when received and give to cashier for distribution or mail to vendors.
- Complete deposit transfers through PeopleSoft as requested by the Comptroller.
- Verify with Insurance Board retiree amounts and process invoice for retiree funds.
- Process W-2s and distribute to employees.
- Remit payroll taxes to Oklahoma Tax Commission; process quarterly, calendar, and fiscal year-end reports (941s, Oklahoma Teacher's Retirement, unemployment, remit FICA to SSA, and any other federal items).
- Respond to payroll inquiries and provide information in a professional manner to employees and outside entities to include state and federal government officials.
- Reconcile benefit claims and federal, state, and social security tax payments.
- Balance benefits with payroll and pay each benefit to the correct vendor (Health, Dental, life, garnishment, etc.).
- Process new benefit enrollment changes and terminations in college software system.
- Maintain personnel files related to payroll, assuring accuracy, compliance, and confidentiality with items, such as unemployment claims, verifications, I-9 status, and state regulations.
- Responsible for accurate reporting/uploading of OpenBooks information to the State of Oklahoma.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.
- Work on any other projects as directed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- A minimum of three years' experience in a Payroll and/or Human Resources position required.
- Associate degree in accounting or business, or related experience highly desirable.
- Experience working in Oklahoma Higher Education institution highly desirable.
- Experience working with Jenzabar software highly desirable.
- Working knowledge of benefits, payroll, and State of Oklahoma payroll system highly desirable.
- Must be proficient in Microsoft Word and Excel.
- Advanced skills in oral and written communication.
- Strong attention to detail and accuracy with excellent analytical skills.
- Team player in a small office.

Application review will begin immediately. For best consideration, please return all application materials by ***Monday, February 2, 2026***. Salary is \$33,000 - \$35,000, commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, life insurance equivalent to two times contractual salary, and long-term disability. Employment is subject to successful completion of background check. *The filling of this position is contingent on the budget.*

To apply, please return cover letter, resume with names and telephone numbers of three professional references, and all academic transcripts to:

E-Mail: hr@sscok.edu

and/or

Mail: Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

SSC participates in E-verify.
Created January 12, 2026