

TITLE: Payroll Clerk
DEPARTMENT/DIVISION: Fiscal Affairs
REPORTS TO: Vice President of Fiscal Affairs
CLASSIFICATION: Classified, Full-time

POSITION SUMMARY

The Payroll Clerk has the primary responsibility for all aspects of the payroll files and processing of payroll checks, fringe benefits with additional duties of transferring money to the proper funds at the State Treasurers Office. Other responsibilities that are associated with the primary duties include proper documentation and reconciliation of all aspects of payroll and withholdings.

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
- Verify timecards and Personnel Action Requests (PAR's) for accuracy
- Enter new employees in system
- Make sure all payroll changes are entered into system
- Check payroll/benefits withholdings for accuracy
- Maintains files of 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
- Order funds for government sponsored programs, complete a deposit transfer through PeopleSoft
- Verify with Insurance Board retiree amounts, process invoice for retiree funds
- Process W-2's and distribute to employees
- Remit payroll taxes to Oklahoma Tax Commission. Process quarterly, calendar, and fiscal year-end reports (941's, 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 reconciliation of 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

- Ad hoc reporting
- Awareness of changes in state and federal tax rates
- 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 by the Comptroller and Director of Human Resources

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- A minimum of three years' experience in a Payroll and/or Human Resources position
- Associate degree in accounting or business, or related experience highly desirable
- Working knowledge of benefits, payroll, and State of Oklahoma payroll system
- 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
- Experience in higher education highly desirable
- Experience working with Jenzabar highly desirable

Application review will begin immediately, for best consideration, please return all application materials by Friday, **March 3, 2023**. Salary is 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. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check.

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 is an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted February 27, 2023

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