



## **Position Announcement (Anticipated Opening)**

### **Position: Payroll Services Specialist**

Position is a full-time, twelve-month position and reports to the Controller.

### **Responsibilities:**

- The Payroll Services Specialist is responsible for the production and processing of regular and supplemental employee payrolls. This position is governed by state and federal laws and agency/ institution policy
- Assists payroll staff by processing and coordinating the production of payrolls within established timeframes
- Calculates and balances payroll records and data, makes appropriate corrections to payrolls, and coordinates and notifies staff of payroll corrections with various departments
- Assists in preparing payroll reports for state and federal agencies, assists departments with payroll related questions or problems, and compiles data concerning payroll production when requested
- Reviews data entered in computer for accuracy, verifies corrections made, schedules and plans workflow for various payrolls and coordinates jobs with computer services
- Provides technical assistance concerning payroll, reviews budgets to verify salary loads
- Explains policies and procedures, assists in training payroll employees, prepares responses to correspondence, and recommends changes in payroll production procedures
- Assumes other responsibilities and tasks as assigned by the Controller

### **Knowledges, Abilities, and Skills:**

- Knowledge of general office procedures
- Knowledge of state payroll processing requirements
- Knowledge of standard government accounting principles and state budgetary procedures
- Ability to coordinate production of payrolls
- Ability to reconcile and balance payroll documents
- Ability to prepare reports
- Ability to coordinate and instruct employees involved in payroll productions
- Possess excellent word processing skills and database skills
- Possess excellent customer service skills
- Must be a self-starter and able to work with minimal instructions

- Should be persuasive, results-oriented, and able to work independently and as part of a team
- Must have problem-solving skills and superior organizational skills.

**Qualifications:** The formal education equivalent of an associate degree, in business administration, accounting, or related field; experience in payroll processing, payroll accounting or related area preferred. Other job-related education and/or experience may be substituted for all or part of these basic requirement, except for certification or licensure requirements, upon approval of the qualification review committee.

**Application Procedures:**

Interested candidates should submit a completed ANC application form (available online at [www.anc.edu/jobs](http://www.anc.edu/jobs)) to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109** or email to [thampton@smail.anc.edu](mailto:thampton@smail.anc.edu). Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

**Date of Announcement:** March 20, 2024

*Arkansas Northeastern College is an equal opportunity/affirmative action employer*