



POSITION DESCRIPTION

Payroll Specialist

Reports to: Accounting Manager

Position Status: Non-Exempt

Supervises: No One

Effective Date: 05/21

GENERAL SUMMARY

The Payroll Specialist is responsible to the Accounting Manager for automated time keeping system payroll, assuring accuracy and timeliness of pay and delivering payroll reports. The position also is responsible for payroll-related communications with other persons or organizations; for operating software related to payroll, accounting, MS office products, payroll related equipment; and for performing relief and/or project duties, when required.

DUTIES AND RESPONSIBILITIES

1. Plans and arranges day-to-day workload with Accounting, Human Resources, Information Systems and/or other personnel; and, in conjunction with the Accounting Manager, is responsible for helping to update computer programs and payroll procedures.
2. Processes employee time sheets, payroll and other information and is responsible for time keeping, and payroll reports. This includes responsibility for verifying computer reports before and after processing.
3. Advises and assists employees regarding payroll related matters such as payroll deductions, wage and salary rates, paid time off and extended illness bank balances, or other matters.
4. Performs time sheet and payroll support services such as setting up department forms, preparing and keying into computer payroll change orders, or computing adjustment/special advance paychecks. Also responsible for complying with court ordered garnishments, supplying annual earnings information for mortgage loans and low-income housing applications. Also electronically transmits 401K, 457b & HSA after each payroll.
5. Work collaboratively with Human Resources when there are changes in pay practices to assure that NovaTime and ADP are able to incorporate the changes and then assure implementation of the changes.
6. Prepares annual payroll budget for NKC, with responsibilities including gathering payroll data, preparing and entering data into the computer, and making necessary adjustments in order to obtain an accurate projection of payroll costs. Also responsible for working with the

Accounting Department and other department managers to assist them in understanding their payroll budget.

7. Prepares documentation and provides worksheets for annual 401k audit. In addition, reconciles 401k to payroll register on biweekly basis.
8. Prepares and files annual ACA 1095c documents.
9. Performs relief assignments as assigned and is responsible for project duties and responsibilities such as providing department payroll budget data; verification of ADP's preparation of annual W-2 forms; federal and state required quarterly reports of payroll information; and for updating computer programs.
10. Performs other duties and responsibilities as may be required.

PLANNING

The position is responsible for planning biweekly payroll processing, scheduling work sequences, and planning how to update computer program masters when changes occur such as federal withholding rules. These plans are based on established procedures and practices.

SUPERVISION and COORDINATION

The position does not supervise other persons. It is responsible for coordinating payroll efforts of Accounting and other NKC personnel.

EXTERNAL CONTACTS

This position has contacts with ADP, NovaTime/DataPro; credit union; data processing; auditing; Washington State Labor and Industries; and U.S. Internal Revenue Service representatives. These contacts are required to keep payroll-related programs up-to-date; and respond to questions regarding responsibilities.

DECISIONS

The position is responsible to the Accounting Manager for decision-making required to perform payroll, timekeeping and other duties and responsibilities. These decisions are based on established procedures and practices. Typical decisions include: checking time sheets and verifying computer generated reports before and after payroll processing.

JOB CONDITIONS

1. Must be able to communicate effectively in English on the phone, in writing, and in person.
2. Must be able to demonstrate use of appropriate software after training.
3. Duties and responsibilities are performed in an accounting office environment. The Payroll Specialist is not substantially exposed to adverse environmental conditions.

4. Physical activities require the ability to reach, sit for extended periods; push, pull, lift; fingering, grasping; talking, hearing; and repetitive motions of hands, wrists, fingers.
5. The physical requirements include the ability to lift/move objects weighing up to 20 pounds occasionally, and lift/move objects weighing up to 5 pounds frequently.
6. The position requires visual acuity to read, inspect numbers, work extensively with data on a computer monitor.

CUSTOMER SERVICE STANDARDS

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

EDUCATION AND EXPERIENCE

The Payroll Specialist should have the equivalent of a high school graduate level training plus one year of business school or a two-year A.A. degree equivalent. The Payroll Specialist should have the equivalent of five to seven years of previous payroll bookkeeping experience in a mid-size corporate healthcare setting with responsibilities for computerized payroll related data systems and demonstrated detail-oriented skills. ADP workforce now experience a plus.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW AND APPROVAL



VP of Finance, CFO

05/21
Date



Vice President of Human Resources
& Chief HR Officer

05/21

Date