

Job Description

Title: Payroll Clerk/Business Office Clerk
CBA Position: KCSS
Department: Business Office
Reporting Manager: Dean of Business Affairs
Direct Reports: None
FLSA: Non-Exempt
Expected Hours of Work: 40

Salary Band: B22
Band Range: \$33,756-\$47,259
FY14 Budget:
Account Number:
ICCB Class:
KC Status (Class): Support Staff
POSD:

Job Summary:

Perform payroll operations, process required tax reports to reporting agencies; assist with record keeping tasks and assist in the support of the Business Office administrative operations.

Supervisory Responsibilities: None

Minimum Qualifications/Basic Job Requirements:

- Associate's Degree
- 3-5 years in an accounting support function, including customer service experience

Illustrative Examples of Essential Functions:

- Process semi-monthly payroll, including required wage reports to the Department of Revenue, as well as the Department of Employment Security.
- Process all student financial aid, sponsored and facility usage billing.
- Process quarterly and annual payroll reports including W-2 processing.
- Process annual 1099 tax reports as well as unclaimed property report.
- Oversee procurement card program and processing card accounts payable.
- Create reports and statistical displays on the payroll process or College financial services, as requested.
- Provide assistance as the point of contact for the departmental offices by answering general questions from faculty, staff, students, and members of the public.
- Provide support in departmental processes and requests of faculty, students, and staff as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess excellent organizational skills
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Self-initiative and ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of general administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment

- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014