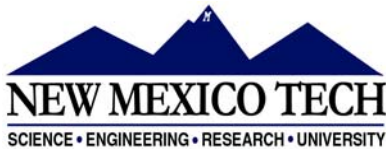


Posted: January 17, 2019



POSITION ANNOUNCEMENT

TITLE: ACCOUNTING TECHNICIAN

DEPT: BUSINESS OFFICE/PAYROLL

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$11.75 - \$14.70

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

***INTERNAL POSTING THROUGH:** January 29, 2019* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Responsible for verifying status of timecards on Banweb. Verifies payroll data prior to entering and checks labor accounts. Calculates leave and overtime, and posts sick and annual leave for employees. Help employees with questions about paychecks, leave records, and deductions. Recommend adjustments of employee records, i.e. leave records, earnings, deductions, and salary. Notifies supervisor and employee of active cards left in queue each pay period and keeps track of processed. Maintain communication with departments and employees. Maintain payroll records for 1,500 to 2,300 employees per year for audit, including confidential information. Maintain various payroll report files and organize all documents. Record maintenance includes the transfer to storage areas all related reports at year end. Maintain files on DP and all payments to vendors. Order office supplies. Prepare payment information from payroll reports and submit for payment. Prepare and arrange travel for Payroll staff. Assist in the processing of employee paychecks using institute policies and procedures, and state regulations. Refers requests for special payroll reports to supervisor. Serves as backup for other Payroll Office Staff members in their absence.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school in Accounting or a business related field including 6 credit hours of accounting. (Up to three credit hours of accounting credits may be waived for appropriate experience, 1 year = 3 credits.) One year experience in spreadsheet and word processing applications required. Ability to deal tactfully with students, staff, faculty, auditors, and other Governmental agencies; under favorable and unfavorable circumstances required. Must maintain confidentiality, good communication skills, and positive work attitude required. Strong organizational skills required. Ability to work under time constraints and deadlines required. Knowledge of accounting theory (the difference between debits and credits) required. Must be able to work flexible hours including occasional evenings and weekends required. Experience in operating payroll database software desired. Experience advising personnel on policies and procedures of NMT desired. Knowledge of state labor laws, IRS deposit regulations, and NMT policies and procedures desired. Experience with Banner Software desired.