



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: Payroll / Benefits Specialist	Grade: 11
Division: ADMINISTRATION	Job Code: 0315
Reports To: Human Resource Administrator	FLSA Status: Non-Exempt

SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Human Resource Administrator, is responsible for the processing of all monthly payrolls and related forms and reports. Provides payroll information for budget. Process all payroll deductions. Maintain employee group insurance and benefits programs, including retirement benefits. Assist agency employees by interpreting and explaining their employee benefit plan. Assist with processing workers' compensation claims. Maintain records and reports for employee retirement contributions. Advise and process all forms for separating and retiring employees. Routinely works with comprehensive, confidential, records and filing systems. Perform other duties as may be assigned by the Human Resource Administrator.

JOB DUTIES

Records a variety of employee information to maintain and update payroll and benefit records.

Works with the Human Resource Assistant to ensure time is entered according to policy and procedure.

Process and reconcile full-time, part-time and off-cycle monthly payrolls within prescribed deadlines. Analyze and determine accuracy of payroll prepared. Insure that procedures for all special payroll items such as longevity and worker compensation adjustments are followed. Reviews a variety of payroll source documents, and identifies and reconciles discrepancies.

Identify problem areas or situations, evaluate problem causes, and take corrective action to resolve identified problems. Requests off-cycle checks if appropriate.

Compiles employee payroll data such as garnishments, vacation time, insurance, and 401(k) deductions. Verifies pay adjustments and posts data onto records. Calculates wages and deductions, and enters information into computer.

Process all required payroll deduction payments within prescribed deadlines. Provide accounting with required information timely to insure payments are processed on time.

Answer questions from employees and supervisors regarding payroll matters.

Assist employees by interpreting and explaining their employee benefit plan provisions.

Administers the insurance program for new, current, and departing employees and their dependents. Coordinates annual open enrollment for benefit plans.

Coordinate retirement enrollment and termination forms including vesting and withdrawal options for departing employee for the Defined Benefit and Defined Contribution plans. Submit monthly contribution information to appropriate vendor by prescribed deadlines.

Assist the Assistant Director of Administration and Finance with updates to the plan documents and other retirement matters. Prepare Defined Benefit Retiree Census data and submit annually to the Retirement Actuary.

Provide required payroll and benefit information for the annual budget to the Assistant Director of Administration and Finance.

Process workers' compensation payroll adjustments. Coordinate and submit required documents to the appropriate entity in a timely manner. Notify Human Resource Administrator of any issues or concerns that need attention.

Works in conjunction with other sections to complete items needed for agency audits. May assist with governmental reporting and compliance. Follows all compliance directives, ie., SOX, etc.

Perform related work as required and assigned.

Must have the ability to:

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, other agencies, and other partners.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various other office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends with occasional travel requiring overnight stays.

Requirements:

Education: Two years of college or comparable education. May substitute four years payroll processing experience in a large organization (100 employees or more) for education.

Experience: Five years payroll and benefits related experience of which two years experience must be processing payroll and/or benefits. Preference will be given for experience administering State payroll benefit systems and using PeopleSoft payroll software.

Knowledge and Skills: Position requires extensive contact with Department employees in person, by telephone, and/or in writing. Requires knowledge of methods and procedures pertaining to payroll and benefits transactions and record maintenance; business communications, including grammar, punctuation and spelling; and business mathematics. Responsible for confidential data.

