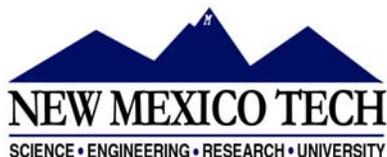


Posted: April 3, 2018



REVISED 4/3/18
POSITION ANNOUNCEMENT

TITLE: PAYROLL SPECIALIST II

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$11.75

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: Concurrent* 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 processing EMRTC Payroll for approximately 200 employees; including data-entry of time worked, reconciliation of leave slips and periodic audits. Trains EMRTC employees on EMRTC Payroll Procedures and Timecard System. Assists and advises employees with questions regarding reporting of time or the use of the EMRTC Intranet Timecard System. Verifies the validity of funds being charged and the account codes being reported. Processes PJVs to make necessary corrections, ensuring compliance with applicable policies, regulations and laws. Runs periodic reports for Management and compiles and presents a monthly report. Maintains and updates EMRTC Intranet Timecard System. Assists in processing JVs into financial system. Maintains an active employee list for EMRTC management. Other duties as assigned.

REQUIRED QUALIFICATIONS:

Associate's degree desired or completion of program of 18+ months after high school, six credit hours of accounting required; 2 years' experience may be substituted for 3 credit hours. Computer experience, specifically with Microsoft Office, including spreadsheet, database management and word processing applications. Must have strong oral and written communication skills. Must be able to use professional judgement and discretion in dealing with outside auditors. Must have ability to work independently on assignment of standard difficulty. Must be able to use broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees. Must be able to understand and interpret complex materials such as regulations, audit reports and documentation of internal control systems. At least one year experience in accounting or auditing of financial records desired. Knowledge on financial compliance and auditing practices and procedures desired. Experience with internet research desired. Must have a valid New Mexico Driver's License. This position requires a Departments of Defense security clearance through Secret to be obtained within a reasonable time after employment.