



Job Posting

Human Resources/Payroll Coordinator/Benefits Coordinator+

Date Posted **5/3/2024**
End Date: **Until Filled**

The **HR/Payroll Specialist/Benefits Coordinator** is responsible for providing support and expertise to the administrative operations of the Human Resource Department at Cisco College in a variety of duties. The responsibilities of this position require the individual to possess the following characteristics: detail-oriented, self-starter, self-directed, and able to manage multiple projects at once. Applicants must also have strong interpersonal skills, be dependable, take ownership of tasks, and be able to prioritize tasks based on employee needs and requests. Applicant will support the Director of Human Resources and will contribute to a professional and productive work environment. The information handled in this department is of a sensitive and personal nature, so **strict confidentiality is required**. Additionally, the HR/Payroll Specialist/Benefits Coordinator manages the Texas Employee Group Benefits Program (GBP) through the Employee Retirement System (ERS) website.

All Cisco College employees are required to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, all employees cooperate and work harmoniously with College personnel and the public. All Cisco College employees follow College policies, rules, regulations, and guidelines that relate to the specific position.

A full job description is listed separately. This is a full time position with a generous benefit package. Benefits can be found on the Cisco College Website under the *Employment* section.

A **complete** resume package includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at www.cisco.edu), cover letter, resume, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission, as incomplete packages are returned unprocessed.*

Complete resume packages sent to the following address or email:

Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employee

CISCO COLLEGE

Job Description

Job Title: Human Resources/Payroll Coordinator/Benefits Coordinator
Reports to: Director of Human Resources
Last Updated: May 3, 2024
Job Classification: Professional I

Job Summary:

The HR/Payroll Specialist/Benefits Coordinator is responsible for providing support and expertise to the administrative operations of the Human Resource Department at Cisco College in a variety of duties. The responsibilities of this position require the individual to possess the following characteristics: detail-oriented, self-starter, self-directed, and able to manage multiple projects at once. Applicants must also have strong interpersonal skills, be dependable, take ownership of tasks, and be able to prioritize tasks based on employee needs and requests. Applicant will support the Director of Human Resources and will contribute to a professional and productive work environment. The information handled in this department is of a sensitive and personal nature, so **strict confidentiality is required.** Additionally, the HR/Payroll Specialist/Benefits Coordinator manages the Texas Employee Group Benefits Program (GBP) through the Employee Retirement System (ERS) website.

This applicant, along with all Cisco College employees, is asked to demonstrate a commitment to the comprehensive role of a community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines relative and applicable to this position.

Primary Duties:

1. Work within the college payroll system to process multiple payrolls each month
2. Enter and maintain employee information into the payroll system. Information will include employee pay rates, including grants and stipends, hours worked, sick and vacation leave, tax deductions, benefits, retirement contributions, demographics changes, and other personal information
3. Resolve check or direct deposit issues due to errors or employee terminations in a timely fashion
4. Ability to complete and financially balance tax filings and end-of-month, -quarter, and -year closings.
5. Accrue employee sick and vacation leave each month
6. Continuously update all payroll and benefit procedures to ensure they are current and correct
7. Accurate and quick response to assigned tasks and associated deadlines
8. Sensitivity and adhesion to laws pertaining to confidentiality with regards to personnel, compensation, and Human Resource information.
9. Work with HR Director to achieve a working knowledge of tasks performed by the HR Office (cross-training)
10. Enroll new employees into ERS for group benefits
11. Supervise the Annual Summer Enrollment, which includes large-scale updates for employee benefits and salary information
12. Perform all other related duties as assigned

Essential Competencies:

1. Ability to complete and accurately balance payrolls, tax filings, and end-of-month, -quarter, and -year closings

2. Organized and detail oriented
3. Proficient with or the ability to quickly learn payroll software
4. Microsoft 365 proficient, especially Excel spreadsheet manipulation and formulation
5. Strong problem-solving skills, good judgement with quality decision practices, strong knowledge of basic math functions to calculate financial data
6. Accurate and quick response to assigned tasks and associated deadlines
7. Prolonged periods of sitting at a desk and working on a computer, occasional lifting of items up to 25 pounds

Minimum Requirements:

1. 2 years of payroll experience or demonstrated accounting experience with General Ledger Accounts. (This is not an entry-level position)
2. High school diploma, Associate's Degree is preferred
3. Experience with payroll ERP (POISE or Jenzabar One) a plus