



Human Resources / Payroll Specialist

Elizabethtown College is seeking a detail-oriented professional to fill the role of HR/ Payroll Specialist.

This position will coordinate the Student Employment Program, oversee the College's Time and Attendance System, and assist with payroll processing for student workers and employees. The HR/ Payroll Specialist will work in a team environment, working under tight deadlines, with confidentiality and discretion to be maintained at all times. The incumbent will provide high-level administrative support with additional projects as assigned.

A bachelor's degree plus three years of office experience is preferred. Previous experience in Jenzabar, Time and Attendance and Human Resources is a plus. The ability to multi-task in a fast-paced environment is crucial; candidates must have advanced technical skills, including Microsoft Office. Excellent people skills, professional writing skills, and the ability to maintain confidentiality are necessary for success in this position.

Located in southeastern Pennsylvania, Elizabethtown College offers its 1,900 students more than 53 academic programs in the liberal arts, sciences and professional studies. Driven by its commitment to "Educate for Service," Elizabethtown centers learning in strong relationships, links classroom instruction with experiential learning, emphasizes international and cross-cultural perspectives and nurtures the capacity for lives of purpose and leadership as global citizens. For more information, consult <http://www.etown.edu>.

To apply, candidates should send a letter of interest, employment application, resume, and contact information of three references to:

hr@etown.edu (preferred)

-OR-

Elizabethtown College
Attn: Human Resources
One Alpha Drive
Elizabethtown, PA 17022

For more information visit: <http://www.etown.edu/hr>

Although applications will be received until the position is filled, materials should be received by Wednesday, September 24, 2014 to ensure best consideration.

As an equal opportunity employer, Elizabethtown College is seeking candidates who will enhance the diversity of its faculty, staff, and administration.



Position Title: Human Resources/Payroll Specialist
Department: Human Resources
Reports to: Manager of Payroll/Director of Human Resources
Work Hours: Monday – Friday, 8:30 am – 5:00 pm
Status: Full-time
FLSA Classification: Non-exempt
Creation/Revision Date: 8/6/12; Revised 09/18/13; 5/12/14; 7/23/14; 9/22/14

SUMMARY

The primary purpose of this position is to coordinate the Student Employment Program, oversee the College's Time & Attendance System, and assist with payroll processing for student workers and employees. The HR/Payroll Specialist will operate in a team environment, working under tight deadlines, with confidentiality and discretion to be maintained at all times. This position will provide high-level administrative support and enhance the effectiveness of the Director of Human Resources, with specific responsibility for administrative functions such as organizational planning, time management, assisting with key projects, preparing correspondence, arranging conference calls, and scheduling meetings. In addition, this position will be responsible for coordinating projects that may involve personnel at all levels of the organization.

ESSENTIAL FUNCTIONS

- Coordinate the recruitment, hiring and payroll procedures for student employees (including I-9 verification and collection of all other Payroll forms).
 - Responsible for the daily Time & Attendance system
 - Oversee time card processing, including reviewing and editing hourly staff and student electronic time cards
 - Develop Time & Attendance system training materials and conduct training for users and supervisors
 - Publish/maintain Student Employment handbook and Tax changes
 - Maintain Student Employment website
 - Perform required maintenance to campus Time Clocks, as directed by ITS Data Support Specialist
 - Maintain student job descriptions
 - Instruct students to complete necessary employment paperwork, and file and staff student employment forms, weekly
 - Apply student summer employment policies, working with Dean of Students & Residence Life to determine student eligibility for summer employment
 - Gather/Maintain student hiring analysis data
 - Cross train and provide back up support to Payroll Manager in all aspects of staff & student payroll processing
 - Stuff, seal, sort, and distribute Dining Services, Facilities Management and SCPS direct deposit statements
 - Distribute W-2's to all employees
 - Responsible for tracking hourly sick leave, vacation, and personal time
 - Maintain payroll forms
 - Set-up student stipends
 - Enter staff log sheets in Jenzabar
 - Review student salary batch
 - Draft written communication materials for payroll and the Director of Human Resources as required.
 - Dining Services extra \$1.00 for students and staff
 - Inactivate Students in TimeAdvantage
 - Input data into Jenzabar for stipends and other payroll matters as requested
 - Verify Registered and financial aid for students and forms
 - Federal Work Study changes in TimeAdvantage
 - Email students new department numbers when FWS is maxed out
 - Email students to complete forms
 - Enter Student Temporary Timecards and create batch
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- Enter Staff Temporary Timecards and create batch
- Inactivate Student Withdrawals in TimeAdvantage
- Coordinates and manages projects and special assignments for Director of HR by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; and making adjustments to plans.
- Routinely produces and revises documents by collecting information, transcribing, formatting, editing or retrieving from files, and proofreads copies for distribution. Prepares and edits slide presentations for various meetings.
- Researches and compiles data and statistical information; prepares reports for special projects as assigned, which may require coordinating the activities of others.
- Organizes and maintains personnel files; prepares records, provides historical reference by utilizing filing and retrieval systems (paper and electronic).
- Manages the Director of HR's workload and requests; reading, researching, prioritizing and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating telecommunications.
- Reviews operating practices and procedures in order to determine whether improvements can be made.
- Heavy calendar management for Director of HR.
- Counsels with Director of HR on unit administrative matters, or on decisions affecting interdepartmental relationships.
- Ensures smooth operation of the Human Resources Office by providing backup support for all clerical functions in Office
- Performs clerical duties, such as opening, sorting, and distributing mail; copying, scanning, filing, and shredding
- Types correspondence, including memos, letters, and creating flyers
- Sign for postal and supply deliveries
- Work collaboratively with the Human Resources team.
- Reconcile PCard invoices and submit for signature authorizations.
- Receives and submits Travel Time invoice processing for retirees for Pcard processing
- Orders office supplies, copy paper, letterhead, and envelopes for the Offices
- Process incoming invoices (write proper account number on invoice, get proper signature, send to Accounts Payable)
- Coordinates the scanning and organization of termed and deceased files, including termed I-9 forms
- Coordinate and organize the President's Holiday Luncheon and Retiree Reception.
- Other duties as assigned

NON-ESSENTIAL FUNCTIONS

- Conduct all responsibilities in a safe manner according to regulations (OSHA, EPA, etc.)

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Education and/or Experience

Bachelor's degree preferred with three years of office experience; or equivalent combination of education and experience. Previous HR experience in a college environment is preferred.

Other Skills, Abilities, and/or Training

- Ability to preserve confidentiality of information
 - Ability to prioritize multiple tasks in a fast-paced environment
 - Strong organizational skills and attention to detail
 - Strong time management skills
 - Strong initiative and good judgment
 - Ability to work within strict deadlines
 - Ability to maintain strict confidentiality
 - Good interpersonal skills and desire to be a team player
 - Exceptional customer service skills
 - Excellent written communication skills (i.e. business letter writing, grammar, etc.)
 - Excellent oral communication skills (i.e. ability to deal effectively with others; speak professionally on the phone, etc.)
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- Sense of creativity
- Ability to use a multi-line phone system
- Proficient with Microsoft® Office Suite

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long periods of time
- Occasionally required to stand for long periods of time
- Regularly required to walk about
- Regularly required to climb stairs and/or ladders
- Regularly required to maintain balance while walking, standing, crouching, or running
- Occasionally required to stoop, kneel, crouch, and/or crawl
- Occasionally required to reach up and out with hands and arms
- Regularly required to talk and hear; verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet

VISION REQUIREMENTS

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level; the individual is occasionally exposed to outdoor weather and temperature extremes.
