Notice of Vacancy

Location of Position: (District Office) Perkinston, Mississippi

Position Available: Human Resources Payroll Specialist – Staff V

Classification: ___ Administration ___ Faculty
___ X Staff ___ Hourly Level V

Date Position Available: July 1, 2013

Salary Scale: Salary based on experience and education

Qualifications & Experience:
MANDATORY: (M1) Minimum of an Associate Degree in Business and Office Technology or related field and seven years related experience or a Bachelor’s Degree in Business and three years of related experience. (M2) Training and/or experience in the operation of personal computers. (M3) Proficiency in Microsoft Excel and an applicable word processing language. (M4) Excellent written and interpersonal communication skills. (M5) Experience in or familiar with payroll processing. (M6) Experience working in or working with Human Resources, Personnel, Finance or Accounting Office environment. (M7) Familiarity with basic Internet, E-mail and Word Processing functions.

DESIRABLE: (D1) Bachelor’s Degree in Business with an emphasis in Human Resources Management or Accounting. (D2) Proficiency in SCT Banner, Microsoft Word, Windows, Excel and Access. (D3) Working knowledge of accounting software. (D4) Experience working in an educational setting. (D5) Strong accounting background.

The College:
The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.

State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.

Application Information & Deadline

For additional information on the position, contact:

Glen Moore
Director of Human Resources
MGCCC
P.O. Box 609
Perkinston, MS 39573
601-928-6297
glen.moore@mgccc.edu

Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:

August 1, 2013

Mail all documents to:
Human Resources Office
P.O. Box 609
Perkinston, MS 39573
E-mail: human.resources@mgccc.edu

Job Listing Web Address: www.mgccc.edu

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the District Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.

PER-GEN-42 (Rev. 8/11)
JOB DESCRIPTION
Human Resources Office

Human Resources Payroll Specialist
(Staff V)

GENERAL DUTIES

1. Serve as the college employee compensation specialist.
2. Maintain an accurate and complete filing system.
3. Composes routine correspondence.
4. Maintains an effective working relationship with college personnel, students and the community.
5. Processes telephone calls in an effective and efficient manner.
6. Upgrades skill levels and performance through employee development and Staff Enrichment Plan.
7. Prepares reports and spreadsheets when assigned.
8. Demonstrates exceptional adherence to work schedule and policies as exemplary performance for co-workers.

SPECIFIC DUTIES

1. Oversee the input, processing and distribution of all college payrolls, including hourly, staff, faculty, and administration
2. Work with the campus payroll clerks to assure the timely and accurate input of payrolls.
3. Work with the campus payroll clerks to assure the timely and accurate input of employee leave.
4. Periodically conduct audits of leave balances and payroll accounts to assure accurate operation of the employee compensation system.
5. Coordinate the input of adjunct and overload contracts with the campus payroll clerks.
6. Serve as the college retirement system representative and process retiree paperwork prior to separation from employment.
7. Process unemployment claims to Mississippi Department of Employment Services and prepare the quarterly check request for payment.

8. Produce an annual fiscal payroll calendar to be distributed via email by the 15th of June of each year.

9. Assist the District Business Office Finance Clerk in submitting the monthly retirement report to PERS.

10. Provide periodic reports and personnel audits as directed and provide data to the College Comptroller to assist with reporting.

11. Adhere to all federal, local, state and college rules, regulations and policies concerning dealings with the state and federal tax commissions and the state audit department.

12. Works with the College Information Technology Department to produce employee annual W2’s.

13. Supervise office personnel in lower categories, when assigned.

14. Assist other members of the Human Resources Department as needed.

15. Assist with the campus enrollment for the Cafeteria Plan each Fall.

16. Demonstrate exceptional adherence to work schedules and policies as exemplary performance for co-workers and subordinates.

17. Facilitate the enrollment of new personnel into the college personnel and payroll system.

18. Prepare monthly Comp Time Report for Director of Human Resources.

19. Must handle confidential information concerning applicants and employees.

20. Perform other duties as assigned by appropriate personnel.