

**Job Title:** Payroll Specialist**Location:** Main Office**Department:** Human Resources**Job Status:** Full-Time**Reports To:** Human Resources & Learning and Development Manager**Job Grade:** 206**Pay Status:** Non-Exempt**Work Setting:** Hybrid**Date Created/Updated:** 2/12/2024

---

### Position Summary

The Payroll Specialist is primarily responsible for ensuring accurate and timely processing of bi-weekly and special payroll runs, while ensuring compliance with relevant laws and regulations. Alongside this core responsibility, this position oversees the maintenance of payroll records, reconciles payroll discrepancies, and promptly addresses any employee inquiries related to payroll matters. Moreover, this position will develop and maintain payroll-related analytical reports for HR and management. Collaborating closely with our HRIS (ADP), HR, and accounting department, the Payroll Specialist spearheads efforts to streamline processes, implement payroll policies, and efficiently resolve any payroll-related issues that arise. Additionally, this position serves as the primary point of contact for all payroll-related audits and Public Information Act (PIA) requests by compiling payroll data, creating and running payroll reports in our HRIS (ADP), and providing payroll information and insights to requested parties.

This dynamic position demands a diverse skill set including strong attention to detail with minimal to no data entry issues, proficient time management and communication skills, intermediate excel proficiency, technical prowess in designing and implementing system processes and reports, adept problem-solving and critical thinking abilities for reconciling payroll discrepancies and issues, and the ability to troubleshooting system issues and create end-user documentation. This position will assist with various other HR responsibilities as needed and as available.

---

### Essential Duties & Responsibilities

#### PAYROLL

- Ensures accurate and timely processing of bi-weekly and special payroll runs while maintaining compliance with relevant laws and regulations and ensuring precision in calculations and records.
- Maintains all payroll records, enters data accurately in the payroll system, computes wages and deductions.
- Acts as the primary point of contact for all employees with payroll-related inquiries, including time entry, paycheck discrepancies, and accounting inquiries, ensuring prompt and accurate resolution.
- Maintains weekly/monthly reporting of payroll analytics, analyzes data, and creates reports for management.
- Compares payroll actuals with budget data to provide management with insightful analytical reports.
- Processes and reviews various payroll transactions including salary changes, deduction changes, terminations, new hires, and garnishments.
- Upholds the integrity of the payroll system to ensure accuracy and improve end-user functionality.
- Verifies payroll with each cycle and maintains and produces reports and records for payroll-related audits and Public Information Act (PIA) requests.
- Evaluates payroll processes continuously and implements improvements to reduce manual intervention and processing timelines, enhancing system integration across departments.
- Ensures compliance with federal, state, and local employment laws and regulations, recommending best practices and reviewing procedures to maintain compliance.
- Provides training to other department liaisons on payroll system reporting and additional functionality.

## SYSTEM TECHNICAL SUPPORT

- Collaborates closely with HRIS (ADP) specialists to update and create new pay codes, ensuring alignment with organizational needs and compliance with relevant regulations.
- Works collaboratively with HRIS (ADP) specialists to implement payroll policies within the HRIS (ADP) platform, ensuring consistency and accuracy in payroll processing.
- Assists in updating and creating payroll workflows within the HRIS (ADP) system, streamlining processes and improving efficiency in payroll administration.
- Provides general upkeep in the HRIS (ADP) system, including data maintenance, troubleshooting, and system optimization to ensure smooth payroll operations and data accuracy.
- Actively participates in testing and validation processes for new pay codes, payroll policies, and system updates within the HRIS (ADP) platform, ensuring accurate implementation and functionality.
- Utilize intermediate to advanced skills in Excel to sort, manipulate, and present data efficiently by employing basic and complex formulas such as V-lookup, pivot tables, text to columns, and other shortcuts.

## ADDITIONAL SUPPORT

- Provide comprehensive support for the compensation and personnel budget process, including but not limited to running and creating reports, handling administrative tasks such as creating compensation forms and organizing/creating compensation spreadsheets, and facilitating communication with managers and upper management through email correspondence.
- Offer assistance to other positions within HR on an as-needed basis, demonstrating flexibility and teamwork.

## EMPLOYEE RELATIONS

- Ability to prioritize tasks, meet deadlines, and manage multiple responsibilities efficiently in a fast-paced environment.
- Ability to effectively and timely communicate with employees regarding payroll inquiries and collaborate with team members across departments. Provide excellent service to employees, addressing their payroll inquiries and concerns with professionalism and empathy.
- Commitment to maintain the strict confidentiality of payroll information and sensitive employee data.
- Flexibly adapt to changes in payroll processes, systems, and regulations, and learn new skills as needed.
- Proficiently manage multiple projects with overlapping tasks and thrive in independent work settings with minimal supervision.
- Strategically analyze concepts and translate them into actionable items based on factual insights and data analytics.
- Exhibit confident communication skills, both written and verbal, to effectively convey messages.

## GENERAL RESPONSIBILITIES

- Maintains strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents.
- Maintains regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines.
- Adheres to NBU safety guidelines and practices at all times and in all situations.
- Maintains a clean and safe work area, office, field site and vehicle as applicable.
- Develops & maintains effective customer service skills for communications with co-workers, customers and the public in general.
- Exemplifies NBU Core Values of Culture, Safety, Integrity, Team and Stewardship.
- Participates in and supports initiatives to reach annual NBU Performance Measures and strategic goals.

---

## Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Associates

More

Work Experience Time Frame: Three Years or

Field of Study: Accounting, Finance, Business

Administration, or a Related Field.

Other: Click or tap here to enter text.

---

## Certification and Licensures Requirements

Valid Class C Texas Drivers License

---

## Other Minimum Qualifications

- Previous experience in payroll processing or related roles, with a minimum of 3 years of experience.
- Experience with ADP, the payroll software and systems.
- Previous HR experience.
- Strict adherence to confidentiality a must.
- Solid understanding of federal, state, and local payroll regulations, as well as familiarity with wage and hour laws, tax regulations, and payroll best practices.
- Intermediate to advanced skills in spreadsheet applications like Excel.

---

## Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Other Software Knowledge

- Phone, computer, copier, calculator, scanner.
- HR system knowledge preferred, specifically ADP.

## Experience with Machines, Tools, Equipment and Other Work Aids

- Basic office equipment

---

## Physical Demands

### Standing: Occasionally

- ☐ Making Presentations
- ☐ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

### Fine Dexterity: Constantly

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☐ Calibrating Equipment

### Walking: Frequently

- ☒ To Other Departments/Office/Office Equipment
- ☐ Around Worksite

### Lifting: Occasionally

- ☒ Supplies
- ☐ Equipment
- ☒ Files

### Carrying: Occasionally

- ☒ Supplies
- ☐ Equipment

☒ Files

**Sitting:** Constantly

☒ Desk Work

☐ Meetings

☐ Driving

**Reaching:** Frequently

☒ For Supplies

☒ For Files

**Handling:** Frequently

☒ Paperwork

☐ Monies

**Kneeling:** Rarely

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

**Pushing/Pulling:** Occasionally

☒ File Drawers

☐ Equipment

☐ Table and Chairs

☐ Hose

**Climbing:** Never

☐ Stairs

☐ Ladder

☐ Step Stool

☐ Onto Equipment

**Vision:** Constantly

☒ Reading

☒ Computer Screen

☐ Driving

☐ Observing Worksite

**Other:** Click or tap here to enter text.

**Foot Controls:** Never

☐ Driving

☐ Operating Heavy Equipment

☐ Dictaphone

**Balancing:** Never

☐ On Ladder

☐ On Equipment

☐ On Step Stool

**Bending:** Rarely

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

☐ Making Repairs

**Crouching:** Rarely

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

**Crawling:** Never

☐ Under Equipment

☐ Inside Attics/Pipes/Ditches

**Hearing:** Frequently

☒ Communication Via Telephone/Radio/To Co-Workers/Public

☐ Listening to Equipment

**Twisting:** Frequently

☒ From Computer to Telephone

☐ Getting Inside Vehicle

**Talking:** Frequently

☒ Communication Via Telephone/Radio/To-Co-Workers/Public

---

## Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Wetness and/or humidity (bodily discomfort from moisture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

**Primary Work Environment:** Office Environment

Other: Click or tap here to enter text.

## Overall Strength Demands

- ☒ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly

☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly

☐ Very Heavy - Exerting 50 pounds constantly

---

### Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

---

### Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date