

ALABAMA INSTITUTE FOR DEAF AND BLIND

P. O. Box 698 • Talladega, Alabama 35161



POSITION AVAILABLE

R-4045 Reference# 76701575200
Posting Date: March 1, 2019

We receive our applications through the Alabama Career Center System. Please review position requirements below for minimum qualifications. Visit your local State Career Center or contact via phone 256-480-2109 or fax 256-362-7219 for instructions and application materials.

AIDB is sensitive to the needs of individuals who are Blind or Visually Impaired and/or Deaf or Hard of Hearing and for qualified applicants and employees will make reasonable accommodations.

POSITION: Payroll Clerk
Business Services

POSITION REQUIREMENTS:

- High school diploma or equivalent
- Minimum of two years experience in benefits, human resources, insurance and/or payroll processes, that clearly demonstrates accurate data entry skills and ability to utilize Microsoft Word and Excel for calculations and business communication
- Working knowledge of payroll and human resources processes
- Must possess strong customer service skills, a positive attitude and good interpersonal and communication skills
- Must possess understanding of internal controls and basic accounting principles
- Must have and maintain attention to detail, accuracy of work, confidentiality, good attendance record, good organizational skills, ability to complete complex tasks, high level of responsibility, flexibility in work hours and/or assignments, integrity, and ability to understand and follow oral and written instructions
- Ability and willingness to work as needed to meet inflexible payroll deadlines
- A sign language proficiency level of SURVIVAL according to the AIDB evaluation system must be obtained within the first thirty (30) months of employment
- Upon offer of employment, the ABI/FBI record check must be completed based on the Alabama Child Protection Act of 1999 pursuant to Act 2002-457. A non-refundable fee of \$48.15 is required at the scheduled appointment. Suitable criteria must be confirmed by the Alabama State Department of Education prior to beginning to work.

PERFORMANCE RESPONSIBILITIES:

The responsibilities for this position include but are not limited to the following:

- Accurately process payroll and maintain employee data in a timely manner
- Collect, compile and enter payroll data using appropriate software
- Process payroll by established deadlines
- Review and verify source documents according to established procedures

AIDB IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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- Maintain employee confidentiality
- Review schedules
- Accurately and consistently perform necessary calculations by utilizing Excel spreadsheets as required, including but not limited to the following:
 - Regular pay from salary information
 - Pay from time sheets and/or electronic format time records
 - Calculations for overtime pay
 - Sick leave bank records
- Ensure time records have appropriate employee and supervisor signatures
- Prepare, compile, balance and distribute payroll related documents as required, including but not limited to the following:
 - Teachers' Retirement
 - Voluntary deductions
 - Garnishments and tax levies
 - Employee wage and employment verification forms
 - Employee leave
 - Month end and year end reports
- Balance payroll related information as needed
- Investigate and correct payroll discrepancies and errors
- Respond to questions regarding payroll
- Assist with other departmental duties as needed
- Keep up to date with changing laws, personnel policies, practices and procedures
- Limited travel to obtain specialized skills or information
- Other duties as assigned

SALARY: \$16.70 - \$20.91 Scale C5 Rank 43 (260 Days)
 Direct deposit is required.

This is a non-exempt position and is subject to overtime provisions of the Fair Labor Standards Act.,

DEADLINE FOR APPLICATION: March 8, 2019

This position is funded by a grant award, funded by revenue generated, necessary for compliance or provides direct service delivery.