

Position Description

Date: February 2017

Position Title: Payroll/HRIS Specialist

Reports To: Manager – HR Services

Revision Date:	March 2016/February 2017
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Performance Factors Level:

<i>Safety</i>	2	<i>Innovation</i>	3	<i>Quality Focus</i>	4
<i>Customer Focus</i>	2	<i>Communication</i>	2	<i>Leadership</i>	1
<i>Teamwork</i>	3	<i>Initiative</i>	3		

	Time
<i>Development/Learning Curve:</i>	12 months

Responsible for:

Processes all Electric and Propane employees’ payroll and handling of related taxes and benefits. Performs a variety of day-to-day administrative Human Resources Information System (HRIS) functions ensuring data integrity and the processing and reporting of HR data.

Key Accountabilities & Duties:

Broad Scope

- Process bi-weekly payroll for Electric and Propane employees and all related payroll functions through SEDC or other payroll system.
- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to transmission and validate confirmed reports.
- Download and verify e-time entries for EMC.
- Print out approved timesheets for EUP. Verify any on-call time, vacation/sick time, holiday or funeral time. Enter all timesheets into TriNet/SOI and balance timesheets to report.
- Enter any commissions or service awards and true-ups for EMC and EUP.
- Calculate bonuses for EMC employees based on handbook policies.
- Understand proper taxation of employer paid benefits.

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- Update vacation/sick report for EUP and EMC, and send to manager after each payroll is complete.
- Update safety reports for EUP and EMC.
- Prepare and maintain EEO-1 and VETS 100, and statistical data related to same.
- Audit a variety of payroll related information (e.g., time sheets, differentials, additional pay, additional deductions, direct deposits, etc.) for the purpose of ensuring accurate distribution of funds and payroll.
- Make adjustment to amounts paid including overtime, vacation, sick, bonuses, garnishments, expense payments, relocation expenses and short term disability.
- Process all payroll tax deposits and prepare necessary payroll tax reports for respective agencies.
- Reconcile and transfer 401K contributions/loans.
- Create AP vouchers for distribution to vendors (Statesville Fitness, United Way, REAP/ACRE, Garnishments, Homestead, etc.).
- Handle special quarterly payroll processing including completing NC-5Q, paying SUTA tax online using E-check. File Employer's quarterly Tax and Wage Report online to ESC and complete worksite reports online to Bureau of Labor Statistics. Complete 941 Federal Tax Return and mail. Pay FUTA tax by phone.
- Handle special year-end payroll reporting, including processing of W-2's.
- Handle special compliance reports required by various companies such as NRECA, etc.
- Assist auditors for the purpose of providing required information data, answers to questions, etc.
- Inform employees regarding a variety of procedures and program requirements for the purpose of administering payroll practices and ensuring compliance to established guidelines.
- Monitor employee status (e.g., leave time, work location, etc.) for the purpose of ensuring accurate distribution of funds and payroll.
- Update employees related data as new hires, re-hires, departmental transfers, terminations, salary changes, withholding, etc. Furnish to other departments and districts any needed information that pertains to payroll and employee records.
- Run vehicle audit reports for districts.
- Maintain titles for company vehicles. Set up new vehicles in SEDC and process tag renewals as needed.
- Allocate labor for all usage of company vehicles including vehicles on sign-out sheets at month end.
- Enter mileage for all vehicles. Maintain fuel inventory in the system. Make adjustments as needed and allocate fuel usage for all vehicles for the month.
- Maintain the HRIS (Unicorn HRO) system, which includes entering, and maintaining salary and benefit information for regular and temporary employees to ensure employees are paid correctly.
- Confirm accuracy and integrity of all data entered, maintain data in HRIS systems and databases and assure information is available on a timely basis.

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- Perform group data updates, imports, clean-ups, and research/report on any data discrepancies.
- Deliver routine daily/weekly/monthly reporting and respond to basic to intermediate ad hoc data requests.
- Conduct data analysis on HR data such as compensation, classification, employment, employee relations, and/or benefits data as directed.
- Prepare reports, graphs, charts and statistics in support of human resources operations
- Additional duties as assigned.

Direct reports: None

Internal Relationships: Shall maintain internal relationships necessary to achieve purpose of position and desired results.

External Contacts: Shall maintain necessary job related external contacts to assure satisfactory results.

Authority: Has full authority to carry out the above responsibilities as delegated by the Manager – HR Services.

Date Approved

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Position Specifications for:

Payroll/HRIS Specialist

EDUCATION – Bachelor’s degree with emphasis in Human Resources and/or computer science or related field preferred, or equivalent relevant experience in excess of stated minimum experience requirement. Successful completion of the RUS Accounting Course within two years is preferred.

EXPERIENCE – Three year’s work experience in processing payroll/HRIS required.

KNOWLEDGE – Fast learner. Decision making ability. Initiative. Good with figures. Tactful with public and fellow employees. Good use of English language, both written and oral. Working knowledge of best payroll practices. Strong knowledge of federal and state regulations. Must have strong PC skills including proficiency in Excel. Working knowledge of eTime systems. Working knowledge of HRIS systems. Working knowledge of Microsoft Word, OneNote and Adobe Acrobat preferred. Must be able to maintain composure under pressure.

ATTITUDE – Must have a positive, open mind and considerate attitude toward the responsibilities of the position. Must be a self-starter. Must have an attitude of neatness, timeliness, orderliness and accuracy toward the job. Must possess a very conscientious attitude toward record keeping.

PERSONAL CHARACTERISTICS – Must be of high moral integrity, pleasing personality and possess good personal habits. Must be able to retain information of a confidential nature. Must be able to project a good public image. Must be able to function cooperatively with peers as a team member to meet departmental and system objectives.

ABILITIES AND SKILLS – Must have ability to implement work plans, make sound decisions from observations and carry out instructions. Must possess excellent mathematical abilities. Must be able to work under pressure and meet deadlines; as well as, work in harmony with many different personality types. Must be able to work with little supervision and be proactive in responsibilities. Must possess a strong ability to communicate in both verbal and written form. Ability to communicate with various levels of management. Decision-making, problem solving, and analytical skills. Must have organizational, multi-tasking and prioritizing skills. Must be detail-oriented.

WORKING CONDITIONS – Normal working conditions and hours of 8:00 a.m. until 5:00 p.m. Some irregular working hours may be required, as payroll processing deadlines are inflexible. Must be available for work during adverse weather conditions.



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WORK REQUIREMENTS – Position requires extensive use of computer and telephone. Must possess and maintain a valid North Carolina driver's license. All employees assigned to headquarters or non-direct operational positions must make their domicile within one of the nineteen counties served by the Cooperative.

SAFETY - Performs all assignments safely assuring compliance with all Safety related rules, regulations and policies.

EXEMPT STATUS – This position is non-exempt as defined by the Fair Labor Standards Act as amended.

NON-DISCRIMINATION – EnergyUnited Electric Membership Corporation is an Equal Opportunity Employer. This position shall be filled on the basis of qualification and ability to perform the essential functions of the job and without regard to race, religion, sex, age, national origin, disability, veteran status or any other basis prohibited by law.