



Job Title: Staff Account I – Payroll Insurance Reconciliation

Department: PAYROLL
Reports To: MANAGER OF PAYROLL SERVICES
Grade: CA-17
Number of Days: 12 Months
Security Access: ESC
Current Date: November 21, 2017
Overtime Status: Non-Exempt

Position Summary: Performs Account Reconciliations and Administers Summer Insurance.

Minimum Qualifications:

- BACHELORS DEGREE OR EQUIVALENT EXPERIENCE

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- MAINTAIN INSURANCE PREMIUM RECONCILIATION BETWEEN THE STATE AND TPS EMPLOYEES.
- MAINTAIN SUMMER INSURANCE FOR 9 MONTH EMPLOYEES.
- RECONCILE BALANCE SHEET PAYROLL LIABILITY ACCOUNTS.
- RECONCILE PAYROLL BANK ACCOUNT.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- EXCEL, ACCOUNTING, ANALYTICAL SKILLS

Supervisory Responsibility:

- NONE

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- NORMAL DESK DUTIES

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with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.