

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Payroll Coordinator **Department:** Human Resources & Payroll

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: The Payroll Coordinator is generally responsible for the complete and timely processing of all payroll cycles. The Payroll Coordinator audits and ensures that all payroll tax reports are filed. The Payroll Coordinator is generally responsible for maintaining all payroll records and ensuring the accuracy of the payroll system.

Essential Functions:

- Set up all new employees in the payroll system, including temporary and student workers.
- Process all employee and student payrolls timely, accurately, and efficiently within the payroll system.
- Responsible for verifying and correcting all payroll related tax filings and payments within the payroll system and university files.
- Complete payroll onboarding and E-Verify processes within the payroll system upon employee completion of onboarding documents.
- Regularly provides to Chief Financial Officer
- Responsible for processing of all student employee personnel recommendations and onboarding.
- Complete background check process for student employees requiring them.
- Communicate with employees and student employees regarding payroll related matters from onboarding through time and leave submission.
- Send out required departmental notifications for personnel changes involving new hires, exits, job changes, or title changes.
- Maintain payroll information in the payroll system, such as benefit or pay rate changes, for all employees.
- Communicate with other campus departments regarding special payroll situations due to short weeks or the end of a semester.
- Communicate with the Human Resources personnel to ensure accuracy of the payroll system.

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POSITION DESCRIPTION

- Complete and return all requests for employment verifications.
- Conduct regular reviews and updates of employee information within the payroll system to ensure accuracy of data and processing.

Other Duties:

- Assist hourly supervisors ensuring that employee time is entered and documented appropriately to ensure that the correct position and department are charged.
- Audit and review payroll prior to processing to reduce and eliminate errors.
- Produce reports documenting payroll outputs.
- Assist in expedited student background check and payroll setup for special campus events like sports camps, music festivals, and various conferences.
- Create various accounts receivables and general ledger journal entries related to payroll processing.
- Update student tax liability in the payroll system according to their current enrollment levels.
- Update annual payroll calendars for publishing.
- Assist with monthly benefit invoice reconciliation when needed.
- Conduct year-end processing of W-2 tax forms, including detailed audit of the information.

Required Qualifications:

- High School Diploma or GED Equivalent
- Three years of experience in an office environment
- Basic knowledge of payroll processing
- Use of Excel including building formulas
- Knowledge of payroll processing software
- Competence in Microsoft Office applications
- Basic office equipment to include personal computer, 10-key, copier, and fax
- Must be able to sit, stand, bend, and stoop
- Must be able to occasionally lift to 15lbs when filing

Preferred Qualifications:

- Associate's degree in accounting or related field
- Five years of experience in an office environment
- Previous payroll processing responsibilities
- Work experience within higher education
- Work experience with Banner and ADP

Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for "Support Staff Applications" on the OBU website at: <https://www.okbu.edu/hr/jobs.html>

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OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by GuideStone. There are numerous other perks and opportunities for OBU employees including a FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.