

KERRVILLE PUBLIC UTILITY BOARD

JOB OPENING

APPLICATIONS ARE NOW BEING ACCEPTED FOR THE FOLLOWING POSITION:

**Payroll & Benefit Assistant**

***Minimum qualifications:***

- High School Diploma and at least 3 years of experience in payroll/human resources.
- Knowledge of payroll, benefits, compensation and other HR laws.
- Time and Attendance experience preferred.
- Demonstrate a high level of confidentiality and integrity.
- Excellent written, verbal and interpersonal communication skills.
- Superior attention to detail.
- Valid Texas Driver's License

***Duties:***

- Process biweekly payroll for all employees.
- Process separate payrolls when necessary.
- Process payroll deductions.
- Perform year-end responsibilities, including W-2 verifications.
- Process employee benefits, including enrollments and terminations.
- Process monthly billing from insurance providers.
- Assist with leave administration communication and documentation.
- ***Full job description and benefit summary can be viewed at [www.kpub.com](http://www.kpub.com)***

**ACCEPTING APPLICATIONS WITH RESUMES UNTIL FRIDAY SEPTEMBER 15, 2017**

Applications available at [www.kpub.com](http://www.kpub.com) or apply at:

Kerrville Public Utility Board

2250 Memorial Blvd.

Kerrville, TX 78028

830-258-1883 – Direct Fax for Human Resources

**KERRVILLE PUBLIC UTILITY BOARD IS AN EQUAL OPPORTUNITY EMPLOYER**

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## JOB DESCRIPTION

**TITLE:** Payroll and Benefits Assistant

**POSITION STATUS:**

**GRADE:** 12

Full Time     Part Time

**DEPARTMENT:** Human Resources

Exempt     Non Exempt

**REPORTS TO:** Manager of Human Resources

### JOB SUMMARY

This position will, under the direction of the Human Resources Manager, process and enter data related to payroll actions, benefits enrollment, and other human resources information, while keeping in compliance with federal regulations, state regulations and company policy. Answer routine questions, assists staff members with forms, and provides other support to the Human Resources Manager.

### RESPONSIBILITIES

#### ***Payroll Administration***

- Process biweekly payroll for over 55 employees (hourly, non-exempt, exempt).
- Processes employee changes.
- Audits time and attendance system for integrity.
- Verifies payroll correctness and distributes paychecks/direct deposits.
- Processes separate payrolls for yearly bonus/incentive programs.
- Processes garnishments, child support orders, tax levies, quarterly tax verifications, third party sick pay and worker compensation reports.
- Performs year-end responsibilities to include group term life, moving expenses, third party sick pay and W-2 verification and mailing.
- Performs other related duties as required and assigned.
- Completes manual entry of payroll related forms into NISC.

#### ***Benefits Administration***

- Process medical, dental, vision and other employee benefit plans including enrollments and terminations. Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.

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**Reviewed By/Title:** Tammye Riley, HR Manager

**Approved By/Title:** Mike Wittler

**Last Revised Date:** August 28, 2017

**Date Issued:** August 16, 2017



## JOB DESCRIPTION

*(Benefits Administration cont.)*

- Processes monthly billings from insurance providers. Reviews billings for accuracy, codes and advances for payment. Resolves discrepancies with carriers, payroll and the company. Completes reports for Management, as requested.
- Coordinates with insurance companies to resolve employee insurance issues.
- Assists in annual open enrollment period: materials from carriers, communicating changes to employees/answering questions, assists with employee presentations. Process changes within deadlines.
- Assists with leave administration communication and documentation.
- Serves as a contact in the benefit audit process.

### **Other Functions:**

- Provide backup support for the Human Resources Manager as requested.
- Perform other duties as assigned by Supervisor and/or General Manager.

### **MINIMUM QUALIFICATIONS**

- High school diploma and at least three years of experience in payroll and/or human resources. Associate's degree in Human Resources a plus.
- Knowledge of payroll, benefits, compensation and other human resources laws.
- Time and attendance experience preferred.
- Proficient with Microsoft Word and Excel.
- Must be able to demonstrate a commitment to providing quality services and accuracy.
- Ability to use resources efficiently and effectively to complete projects and produce required results within given time periods.
- Exhibits flexibility, adaptability, and willingness to contribute to the successful achievement of the Human Resources Department.
- Ability to interact and communicate with all levels within the organization.
- Conveys a positive and professional attitude.
- Excellent/professional written, verbal and interpersonal communication skills; ability to communicate concepts and procedures clearly and effectively.

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**Reviewed By/Title:** Tammye Riley, HR Manager      **Approved By/Title:** Mike Wittler

**Last Revised Date:** August 28, 2017      **Date Issued:** August 16, 2017



**JOB DESCRIPTION**

*(Minimum qualifications cont.)*

- Ability to organize, analyze, prioritize, and problem solve within a fast-paced office environment with frequent interruptions.
- Discreet, able to handle confidential and proprietary information appropriately. High level of integrity.
- Superior attention to detail.
- Willingness to work overtime as needed during critical HR/Payroll related months of the year and during special HR activities.
- Valid Texas Driver’s License
- Bondable.

**Employee Statement of Understanding:**

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN KERRVILLE PUBLIC UTILITY BOARD (KPUB) AND THE EMPLOYEE. Nothing in this position description restricts KPUB’s ability to assign, reassign or eliminate duties and responsibilities of the job at any time.

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

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Employee’s Name (Please Print)

\_\_\_\_\_  
Current Job Title

*This signed job description will be placed in your personnel file.*

**Reviewed By/Title:** Tammye Riley, HR Manager

**Approved By/Title:** Mike Wittler

**Last Revised Date:** August 28, 2017

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