

POSITION PROFILE

POSITION: Staff Assistant-Payroll		DEPARTMENT: Accounting	
CUSTOMARY WORK HOURS: 8:00 a.m. to 4:30 p.m.			
CUSTOMARY WORK DAYS: Monday – Friday			
SALARY GRADE: Staff Support Schedule III		STATUS: Non exempt	
REPORTS TO: Accounting Manager			

POSITION SUMMARY

The Staff Assistant - Payroll is accountable for Payroll and general accounting activity. Responsibilities include all payroll activity for Ponderosa Telephone and Table Top Telephone, required posting of journal entries, and all quarterly and annual payroll and worker's compensation reports and returns.

PRINCIPLE ACCOUNTABILITIES

DAILY

- Oversees all payroll processes, including oversight of the time entry system.
- Verifies accuracy of employee information in payroll system.
- Performs general accounting activity, as directed.
- Scanning and filing.
- Understands and accepts the necessity for reporting to work, on time, and is ready and able to perform the duties and responsibilities of the position on a daily basis.
- Proactive involvement in the Company's Safety Program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties.

PERIODIC

- Completes biweekly payroll process for Ponderosa Telephone and Table Top Telephone.
 - Monitors and imports time entry data from On-Line Time Entry system,
 - Verifies accuracy of time entry data in accordance with federal and state regulations and Company policies,
 - Processes payroll,
 - Prints payroll paystubs and mails to employees,
 - Produces required payroll reports,
 - Maintains direct deposit information in employee master and makes biweekly direct deposit transfers via Bank of America,
 - Makes biweekly Pension/401k transfers and annual employer compensation deposits,
 - Prepares overtime report, and
 - Makes biweekly tax deposits.
- In coordination with the Accounting Manager, Senior Accountants, and Human Resources Manager, maintains the Payroll System and keeps abreast of current legal requirements.
- Records and reconciles all liability accounts associated with payroll deductions.
- Provides all payroll related GL entries and reconciles accounts.
- Prepares Employee Account Receivable billings (in coordination with Staff Assistant – Accounts Payable), related General Ledger entries and reconciliation.
- Prepares annual W-2 reports to employees and associated tax filings with Federal and State agencies.
- Prepares worker's compensation report and labor statistics report.
- Prepares quarterly tax reports and returns related to payroll taxes.
- List of principal accountabilities is not exhaustive and may be supplemented as necessary

KEY PERFORMANCE FACTORS

ACHIEVING RESULTS

- Applies knowledge of the job. Applies knowledge to new or challenging situations
- Applies technical skills (includes applying existing skills in new or challenging situations)
- Accepts responsibility for and follows through on tasks, assignments, and other responsibilities in a timely manner
- Meets departmental standards for productivity (rated on the basis of work accomplished to volume of work)
- Performs duties with accuracy, thoroughness, attention to detail, and neatness
- Sets challenging, but realistic goals
- Holds self accountable for individual results
- Monitors quality of own or others' work (e.g., double-checks the accuracy of information or work product; checks to ensure that procedures are followed)
- Takes actions to solve a problem or overcome an obstacle to achieving results
- Makes specific changes in work processes or own work methods to improve performance (e.g., does something better, faster, at lower cost, more efficiently; improves quality, customer satisfaction, morale, revenues)
- Performs work in a safe and healthful manner and in accordance with the Company's Safety Program

PROACTIVITY

- Recognizes tasks, activities, and assignments to be done and completes them without specific directive or actively seeks new duties or challenges
- Offers one or more ideas to improve work processes or departmental productivity. Initiates actions to address an anticipated problem or obstacles. Actions are within the constraints of respective authority.
- Has the ability to seek information from a wide variety of sources concerning a problem or issue affecting a specific project or department as a whole.

TEAM ATTITUDE

- Expresses the belief that others are fully capable of contributing to the work process and being effective when given the chance
- Participates willingly in departmental or work group decisions. Demonstrates commitment to achieving departmental goals by assisting others, even if the task is not a part of their primary roles and responsibilities
- Shows respect for other's intelligence by appealing to reason
- Genuinely values others' input and expertise and is willing to learn from others (including supervisors, peers, and subordinates)

ORGANIZATIONAL COMMITMENT

- Respects the ways things are done in the organization and does what is expected (e.g., dresses appropriately, presents the Company in a positive light). Follows Company policies and procedures
- Respects and accepts what management sees as important
- Maintains attendance in accordance with Company guidelines and is consistently punctual
- Makes choices and sets priorities to meet Company's needs
- Cooperates with others to achieve organizational/departmental objectives
- Publicly acts to fit the Company's mission

FLEXIBILITY

- Understands other people's point of view
- Able to shift easily from one task or focus to a different one

- Willing to change ideas or perceptions based on new information or contrary evidence
- Decides what to do based on the situation (e.g., acts to fit the situation or person)

SELF-MANAGEMENT

- Demonstrates an ability to handle stress on the job (e.g., able to multi-tasks, prioritize)
- Controls own strong emotions, such as anger or extreme frustration. Remains calm in stressful situations, addressing difficult problems one at a time
- Remains productive under stress. Deals with stress directly and does not allow stress to weaken one's ability to complete a task or interact effectively with others

CUSTOMER SERVICE ORIENTATION (internal and external)

- Gives friendly, cheerful service
- Follows through on customer inquiries, requests, complaints
- Keeps customer up-to-date about progress of projects (but does not probe customer's underlying issues or problems)
- Maintains clear communication with customer regarding mutual expectation, monitors customer satisfaction

PHYSICAL REQUIREMENTS

- Possesses the ability to speak clearly and understandably and hear communications by telephone and in person
- Possesses fine and gross manipulation skills
- Possesses grasping and power grip abilities
- Must have good vision (with correction)
- Must be able to sit for prolonged periods of time
- Must have minimal ability to stand, sit, squat, bend, kneel, twist, crawl, reach, lift, balance, carry, push, and pull as required for light duties of standard office clerical positions
- Must be able to lift 20lb. maximum with frequent lifting and/or carrying objects weighing up to 10lb.

QUALIFICATIONS

EDUCATIONAL REQUIREMENTS

- High school diploma or equivalent
- 2 year college or vocational degree in Accounting or related field desirable

TECHNICAL REQUIREMENTS

- Proficient in the use of computerized accounting with an emphasis on Microsoft Office products
- Experience using computerized accounting/payroll system; NISC IVue Data Systems desirable
- Proficient and accurate 10-key by touch
- Accurate keyboard skills of 30 wpm
- Understanding and practical skill in Payroll, General Ledger and general bookkeeping
- Possesses and maintains a valid and unrestricted class "C" driver's license, with driving records that provides insurability under the Company's vehicle insurance carrier and within the guidelines of the Company

WORK EXPERIENCE

- 3 years general bookkeeping with emphasis in payroll where duties correspond with the daily and periodic functions of this position

ENVIRONMENTAL CONDITIONS

GENERAL OFFICE CONDITIONS

Exposure to an air-conditioned/heated office environment with exposure to low noise levels from office equipment and voices. No exposure to notable hazards or unusual atmospheric conditions

THIS POSITION PROFILE DOES NOT PROMISE OR IMPLY THAT THE ACCOUNTABILITIES LISTED ARE THE ONLY DUTIES TO BE PERFORMED OR THAT THE POSITION MY NOT CHANGE, OR BE ELIMINATED. JOB TASKS AND RESPONSIBILITIES ARE NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY. THE REQUIREMENTS FOR THE POSITION ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL AND/OR ABILITY TO PERFORM DUTIES OF THE JOB. JOB TASKS AND RESPONSIBILITIES MAY BE ALTERED AT ANY TIME, WITH OR WITHOUT WRITTEN NOTICE. IN NO WAY DOES THIS DOCUMENT ALTER THE AT-WILL STATUS OF PONDEROSA TELEPHONE

APPROVALS	
ACCOUNTING MANAGER:	DATE:
FINANCIAL DIRECTOR:	DATE:
HUMAN RESOURCES MANAGER:	DATE: