Payroll/Benefits Coordinator

(REVISED DEADLINE)

Full time, at-will, non-exempt position

Vacancy # A/327

Salary: $2,750 to $3,000 per month, plus benefits

**General Assignment:**
Under direction of the Senior Associate Athletics Director - Administration, the incumbent ensures that the highest level of service is extended to all internal and external customers, in particular, employees of the Athletic Corporation. Coordinates payroll activities and maintains internal controls for payroll processes and systems and for benefits data. This position requires some independent judgment and action within established guidelines and must maintain a high degree of confidentiality, integrity and work ethics. Provides support by researching and following up on any inquiries regarding payroll and employment agreements; enhances the efficiency and accuracy of correspondence and materials, and positively promotes the Fresno State athletics program to other institutions and the public.

**Major Duties of the job include:**
- Under minimal supervision, will independently initiate, process and complete a diverse range of fairly standardized transactions including but not limited to salary payment for employees in the following categories: Intermittent, full and part-time (regular), overtime, special consultant, ten-month, 10/12 month, 11/12 month, quarterly, summer session, Extended Learning, leave status and accruals for vacation, holiday, sick, injury, bereavement, leave without pay, absence without leave, military, disability leave, and compensatory time.
- Prepare coaches’ and other bonuses and supplemental compensation per employment contracts and department policy.
- Process changes in pay status for appointments, end of probationary periods, promotions, demotions, reclassifications, retirements, and separations for all categories or a combination of categories of Athletic Corporation and CSU employees including faculty(coaches), staff, graduate assistants, student assistants, special consultants, individual course and summer session instructors.
- Independently computes net pay based on employees' occupational status, as well as process attendance records, leave accruals, and entitlements, judgments, levies or garnishments on employees' pay.
- Verifies information prior to employee update or release of payment.
- Provides immediate detailed information on any aspect of employees' payroll records as requested, and provides information to callers both by phone and in person in the Business Office.
- Audits and oversees distribution of payroll checks.
- Prepares check requests, deposits and other documentation for each pay period accurately and within time lines: PERS, 403B deposits, 125 plans. Etc.
- Processes check requests and related documentation for payments to employee benefit plans and other established payments accurately and within time lines, i.e. health, vision, dental plans, workers comp, etc.
- Completes sponsor forms and book vouchers for Graduate Assistants. Prepare check requests for payment.
- Processes and maintains records for parking authorizations and payments accurately on a monthly basis.
- Reconciles payroll clearing accounts and makes all necessary journal entries to record all payroll and benefit activities.
- Prepares reconciliation’s and reports related to payroll and benefit expense.
- Work with CalPERS and in the my/CalPERS program in regards to the Health Benefit and Retirement Plan process and reporting for Corporation employees.
- Acts as the designated Health Benefit Officer with CalPERS.
• Explains and sets up benefit packages for new employees and process employee changes as they occur.
• Administers the Workers Compensation program, completing reports, documenting all incidents and following up on claims.
• Provides data as requested for the annual salaries/benefits budget package.
• Processes separation COBRA notices and termination documents on employees as required.
• Must stay current on a multitude of changes in a wide variety of resource materials.
• Process Recruitment requests for State Athletic Department Positions through the Fresno State Jobs website E-Recruit system.
• Assist in New Employee Moving Expense Reimbursement process

Secondary Duties of the job include:
• Performs accounts receivable functions as needed, including the preparation of bank/credit card deposits, determination of appropriate coding, etc.
• Performs daily reconciliation of Bank/Credit Card deposits and release to the Loomis pickup.
• Business office and Customer assistance in regards to Posting of Daily Bulldog Shop sale batches, Accounts receivables, Payables, and budget balances and reports.
• Place and maintain Officemax supply orders for Administration/Department Budget line item
• Maintain Non-Sufficient Fund Process of Operating Bank account: accounting, collection, and District Attorney’s office notification
• Business office contact for uncleared check process: Working with State Accountant on reissuing of checks or transfer of unclaimed property to State Controller’s office

Minimum Requirements: Knowledge, Skills and Abilities:
• Must possess a minimum of two years of payroll experience.
• Must possess well-developed customer service skills.
• Ability to independently research answers to fairly standardized problems, and independently identify appropriate payroll computer applications for retrieval of payroll information.
• Ability to communicate tactfully and clearly both orally and in writing to explain complex payroll policies to employees.
• Ability to operate a computer terminal to process various payroll/personnel transactions, along with the ability to enter codes and data on the terminal.
• Ability to perform mathematical problems, participate in establishing general office practices and independently compose written correspondence is required, along with the ability to work in a high-volume, fast-paced environment, as well as to be a team player.
• Ability to work independently for a significant period of time.
• Ability to meet deadlines.
• Ability to train employees outside the Payroll Office regarding policies and procedures.

Preferred Knowledge, Skills and Abilities:
• Payroll experience obtained in a governmental/nonprofit setting.
• Knowledge of the state payroll system, the Uniform State Payroll Procedures Manual, or other governmental payroll manuals preferred, but not required.
• Ability to analyze and audit PeopleSoft transactions and documents

Filing Deadline:
Open until filled.
Application Requirements:
A University Application for Athletic Corporation Positions, a resume, and a list of three professional references, including telephone numbers, are required. A cover letter that addresses your qualifications for the position is recommended.

Apply:
California State University, Fresno for the Athletic Corporation
Joyal Administration Building, Room 211
5150 North Maple Avenue, JA71
Fresno, California 93740-8026
Telephone: (559) 278-2383
FAX: (559) 278-4275

All forms are available on-line at http://jobs.fresnostate.edu/

Background investigations will be conducted, as required, depending upon the job requirements of a position. These could include, but are not limited to, processing of fingerprints through the Department of Justice and degree and license verifications. An offer of employment may or may not be extended based upon the results of these verifications.

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual’s eligibility to be employed in the United States.

Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual’s request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

University Information: (or website: http://www.csufresno.edu/) California State University, Fresno is one of 23 campuses of the California State University System. The university’s mission is to offer high quality educational opportunities to qualified students at the bachelor’s and master’s levels, as well as in joint doctoral programs in selected areas. The university serves the San Joaquin Valley while interacting with the state, nation, and world. Through transformational applied research, technical assistance, training and other related public service activities, the university builds partnerships and linkages with business, education, industry, and government. The university competes athletically in Division I FBS and is a member of the Mountain West Conference.

The current enrollment is just over 21,300 students from diverse backgrounds, which creates a culturally rich environment. The campus, which has been designated as an arboretum, is spread over 1400 acres. Metropolitan Fresno, with a multi-ethnic population of over 600,000 is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon, and Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing lakes and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.

The Athletic Corporation of California State University, Fresno is committed to Equal Employment Opportunity and Affirmative Action. Applicants will be considered without regard to sex, race, color, religion, national origin, sexual orientation, marital status or disability. The Athletic Corporation actively seeks and encourages applications from members of all underrepresented groups. The Athletic Corporation is committed to providing equal opportunities to men and women CSU students in all campus programs, including intercollegiate athletics. The Athletic Corporation is associated with the University; however, employees of the Corporation are not employees of the University or the State of California. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at http://www.csufresno.edu/police/report.htm.

To view a current listing of all available Fresno State Athletic Corporation and University staff employment opportunities and locate a downloadable application go to http://jobs.fresnostate.edu