

Colorado Mountain College Position Description

Title: Payroll Student Intern *Maximum 28 hours per week
FLSA Classification: Non-Exempt (hourly)
Hiring Rate: \$20.75 per hour

Primary Responsibility

Under the direction of the Payroll Accountant/HRIS Analyst, the Payroll Student Intern is responsible for performing payroll related tasks. This position will handle payroll responsibilities college-wide involving the use of accounting practices in payroll. This position will focus on the part-time and work-study payrolls and provide general support for payroll and human resources functions as needed. This position ensures payroll is completed with a high degree of accuracy, timeliness, and confidentiality in accordance with Federal, State and College procedures.

This is a part-time CMC student position with a maximum of 28 hours per week.

Pre-requisites for Position (Qualifications Standards)

Education and Experience sufficient for the rigors of the position. Examples may include a High School/GED and three years related work experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

The selected candidate must be a Colorado Mountain College (CMC) student. Potential for qualified/approved CMC students to request an independent study for the BUS-4087 internship credits.

Special Skills or abilities directly applicable to the position: ability to read, write and speak English well; attention to detail and accuracy in work, ability to multitask and manage multiple projects simultaneously. Ability to prioritize, meet deadlines, and use judgement. Ability to use and adapt to current technology in the workplace; excellent written, verbal and interpersonal communication skills. Ability to maintain high standard of confidentiality, exercise humor, teamwork and fidelity in all aspects of work.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Processes payroll for part-time and work-study payrolls, including data entry, verification, reconciliation, remittances and reporting.
2. Ensure that the calculation of earnings and deductions are accurate and completed in a timely manner, in compliance with Federal, State, local laws, and College policies. Collaborate with Human Resources team on these matters, as necessary.
3. Assist corresponding with work study students on timesheets.
4. Coordinating training for work study students
5. Attend department staff meetings.
6. Processes new hire documentation according to department requirements and tracking needs with attention to accuracy and consideration of payroll timelines: utilization of new hire checklist, initiation of benefits, Etrieve file, master HR spreadsheet data entry, etc.
7. Data entry into the payroll system, create new positions, enter healthy lifestyles, leave etc.
8. Conducts research and analyzes data for assigned projects.
9. Provides general information, assistance and responsiveness to faculty and staff for general payroll questions regarding procedures, policies, benefits, and other matters.
10. Special projects and other duties as assigned.

Supervision Received

This position works under the supervision of the Payroll Accountant/HRIS Analyst or designee.

Supervisory Responsibility

This position does not have any supervisory responsibility.

Special Conditions of Employment

Successful completion of a background check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

This position may require travel throughout the CMC service area, and occasional travel outside of the service area for professional development or other meeting requirements.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling

objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

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| HR Reference Information: | |
| Position group and code: | 604020/80% trainee level |
| Date of review: | 10.23 |

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.