

THE UNIVERSITY *of* MONTANA WESTERN

ADMINISTRATION, FINANCE AND HUMAN RESOURCE SERVICES

STAFF VACANCY ANNOUNCEMENT

Payroll/Benefits Supervisor

Department: Administration, Finance and Human Resource Services

Position: Full-time, 12 month position, full benefits package

Wage: \$17.00-\$21.25 per hour, commensurate with experience

Union Affiliation: Exempt

Posting Date: October 2020

Description

The Payroll/Benefits Supervisor is responsible for all biweekly payroll processing and adjustments using Banner software. This position is also responsible for new employee data input into Banner, payroll time entry, insurance enrollment, maintenance of records, processing payroll deductions and responding to all payroll questions.

This position must have a thorough knowledge of all collective bargaining agreements; University policies; Banner human resource forms and tables; federal and state laws to ensure that employees are paid accurately, implementation of pay increases are within guidelines of collective bargaining, retro pay calculations are done correctly when necessary and determining what benefits are applicable to each employee group.

Communicates with departments and human resource personnel to solve complex payroll issues; analyze a situation; research a problem and initiate processes and corrections when necessary. Coordinates with departmental personnel to ensure that questions are answered and that collective bargaining is being adhered to as well as university policies and federal and state laws guidelines.

Required Qualifications

- Associate Degree in accounting or related field and payroll experience or an equivalent combination of education and experience.
- Excellent communication skills both verbal and written.
- Proficient in spreadsheets and word processing.
- Ability to communicate effectively with a wide variety of individuals and groups with diverse backgrounds at all levels both on and off campus.
- Experience and ability to provide exceptional customer service, with the ability to maintain positive composure and outstanding conflict resolution skills.
- Ability to develop and maintain positive, trust-based relationships with departmental representatives and team members.
- Ability to learn, understand and communicate personnel and payroll transactions to individuals with varying degrees of understanding.
- Ability to use, or learn to use, integrated information system (ex: Banner); word processing; spreadsheets; email; database software, including any new software that may be required to perform the duties and responsibilities of the position.
- Ability to perform, or learn to perform, accurate, timely data entry.
- Demonstrated knowledge of mathematical calculations.
- Ability to effectively prioritize workload and meet deadlines.

- Organizational, multi-tasking and time management skills.
- Ability to pay attention to detail in order to achieve the highest level of accuracy.
- Sound judgment, problem solving skills and trouble-shooting skills.
- Must be able to address ambiguous situations and information in a positive, open and thoughtful way.
- Ability to maintain a consistently professional, personable demeanor.
- Ability to maintain complete confidentiality with all issues discussed and handled in the HRS office.
- Ability to analyze information and determine an appropriate course of action.
- Ability and desire to learn, grow, develop streamlined processes and take on projects as required.

Preferred Qualifications

- Bachelor's Degree in related field.
- Understanding of payroll deductions.

Application

To apply, submit a letter of application; current resume; and the names, addresses, and phone numbers of at least three professional references. To be fully considered, the letter of application must address all of the job qualifications. Send application materials to:

Patti Lake, Personnel Officer
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725

Questions regarding this position should be directed to Patti Lake via email @ patricia.lake@umwestern.edu or by calling 406-683-7010. Review of applications will begin immediately and remain open until the position is filled.

The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1)*, experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western's faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.