

MICHIGAN SENATE

SENATE BUSINESS OFFICE

POSITION POSTING

SENATE HUMAN RESOURCES – PAYROLL ADMINISTRATOR

SUMMARY:

Under the direction of the Director of the Senate Business Office and supervised by the Deputy Human Resources Manager, the Payroll Administrator performs a variety of human resources administrative functions with an emphasis in the areas of payroll processing, personnel administration, and timekeeping. Additional responsibilities include bank account reconciliations and payment vouchers.

ESSENTIAL JOB FUNCTIONS:

- Maintains Senate timesheet system including running bi-weekly payroll reports for the State of Michigan's Statewide Integrated Governmental Management Application (SIGMA) entry
- Interacts with employees to resolve time record discrepancies and to answer general HR questions about payroll, benefits, timesheets, and other related matters
- Enters data for all personnel actions into the HRIS system, including actions related to new hires, transfers, personal information changes, transfers, terminations, and leaves of absence
- Prepares personnel and payroll transactions and enters them into the State of Michigan's Human Resource Management Network (HRMN)
- Enters payroll time records using SIGMA
- Creates and generates payroll related reports
- Enters data related to benefit vendor systems
- Maintains and audits the accrual of paid leave time and years of service
- Communicates with member offices regarding personnel actions
- Works with other State of Michigan agencies regarding transfers and other payroll related items
- Maintains and updates, as needed, procedural manuals related to various human resources systems
- Maintains personnel files
- Responds to employment and service credit verifications, and maintains service credit records
- Maintains benefit vendor accounts and prepares vouchers for payment
- Maintains benefit bank accounts, balances, and transfers

SECONDARY DUTIES AND RESPONSIBILITIES:

- Serves as back-up to the Human Resources Specialist for onboarding and exit interviews
- Assists in open enrollment functions, as needed
- Assists with a variety of projects, as requested from other departments
- Performs all other duties as assigned by the Director of the Senate Business Office or the Human Resources Manager

EDUCATION/EXPERIENCE:

- Bachelor's degree in Accounting, Human Resources, Management, Business or related field preferred
- Three years of work experience/training in payroll processing
- Knowledge of State of Michigan payroll systems, including SIGMA and/or HRMN preferred
- Other combinations of education and experience may be evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Excellent written and verbal communication skills; including ability to draft original correspondence
- Proficiency in basic computer applications, including data entry, Microsoft Outlook, Word, and Excel
- Ability to enter and/or audit large quantities of numeric and alphabetic data
- Ability to prioritize multiple tasks in a fast-paced environment
- Ability to use diplomacy, discretion, and judgment in giving out information and referring calls
- Ability to work both individually and with groups
- Courteous telephone manner
- Excellent customer service skills
- Ability to work outside prescribed work hours when necessary
- Ability to maintain confidential information
- Ability to work in a professional and nonpartisan manner
- Ability to develop and maintain good working relationships with legislators and other elected officials, staff, vendors, and other agencies

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefit package

SALARY: \$40,000 - \$60,000, based on experience

GOVERNING CAUCUS: Nonpartisan

This is a non-civil service, at-will position.

Interested applicants, please submit a cover letter and resume to:

PO Box 30036

Lansing, MI 48909

Email: resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.