



## SOUTHWEST TEXAS JUNIOR COLLEGE

### Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221

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swtjc.edu | human.resources@swtjc.edu

## EMPLOYMENT OPPORTUNITY

**Title:** Payroll/Personnel Clerk

**Campus:** Uvalde

**Job ID:** 222336710301

**Closing Date:** Until Filled

**Job Duties:** Updates biographical files, sets up work-study student's information into system for payroll. Runs payroll and other reports, distributes payroll checks and other direct deposit transmittals on appropriate pay dates. Transfers funds and journalizes, preforms EFT draft for 941 taxes after each payroll. Researches information and transmits the CBM008 report. Responsible for receiving absence reports and updating absences/leaves monthly. Files documentation, answers telephones inquiries, type routine correspondences. Responsible for worker's comp payments and journalize. Lifts, carries, drags, holds, pushes or pulls up to 20 pounds. Additionally, this position requires prolonged sitting, standing, bending and stoop as routine function. Maintain hours established by the college as assigned by immediate supervisor or VP and adhere to college lunch and break polices. Follows required rules, regulations, and safety procedures as outlined in the college employee handbook. Performs all other functions as assigned immediate supervisor or VP for efficient operation. Work rules, codes of conduct, and other policies are part of the essential function to the job.

**Supervisory Responsibility:** Non-supervisory position.

**Salary:** Clerical Schedule Group II; 12-month position.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

### QUALIFICATIONS

**Education:** Associate's Degree preferred, two years experienced in related field.

**Experience & Training:** Ability and skill to manage a high volume of work is necessary. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other geographic locations served by the college.

### SUBMIT APPLICATION TO:

Human Resources Coordinator, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**An Affirmative Action/Equal Opportunity Institution**