



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Payroll and Benefits Specialist

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<b>Title of Immediate Supervisor:</b>	Supervisor of Accounting
<b>Department/Division:</b>	Office of State Court Administrator/Finance
<b>Pay Grade/FLSA Status:</b>	12 / Non-Exempt
<b>Job Titles Accountable For:</b>	None

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### General Summary or Purpose

The Payroll and Benefits Specialist is responsible for processing payroll and benefits, orientating new employees on benefits and providing a variety of accounting and clerical tasks involved in maintaining journals, ledgers and other financial records.

Positions assigned to this classification follow accounting routines and processes established by other accounting positions but still require specialized training and experience to perform the requirements of the job. The Payroll and Benefits Specialist differs from the Accountant Analyst in that the former classification requires more extensive accounting experience.

### Major Responsibilities & Essential Functions

1. Prepares and processes payroll. Enters data for all new hires, terminations, leave without pay, compensation, status changes, direct deposit changes and other data related to payroll. Maintains and handles record retention for employee payroll files. Maintains and runs payroll reports and provides leave balance reports to units on a monthly basis. Verifies tax-exempt employees and tax reciprocity employees annually for the State Tax Department. Performs Job Service wage verifications and private sector employment verifications.
2. Processes benefit information, provides benefits information to employees, orientates new employees on benefits and assists employees with understanding, interpreting and navigating the NDPERS benefits information and information system. Serves as liaison between insurers and employees.
3. Provides oversight of the payroll and NDPERS information systems to ensure data transfer and accuracy and troubleshoots discrepancies. Reconciles P-Cards by identifying the type of expense, the business purpose, the supporting receipt documentation and the accounts(s) to be charged are complete, accurate and consistent.
4. Reconciles fixed assets by comparing the fixed asset balance sheet to the fixed asset register to confirm that the fixed asset balance is complete, accurate and consistent.
5. Responsible for asset management inventory and surplus property disposal. Maintains inventory records and works with OMB/Surplus Property and Court System employees on the disposal of state property. Documents value, location and the disposal of inventory in the inventory information systems. Provides ongoing assistance and education to Court System employees regarding the importance of asset management.
6. Provides back-up accounts payable duties for the Account Technician. These duties include processing bill payments, journal vouchers, interdepartmental billings, purchase orders, motor pool billings and jury payments.
7. Performs other duties of a comparable level or type.

### Minimum Qualifications

Requires a bachelor's degree in accounting, business administration or related field and some payroll, benefits or accounting experience.

### Certifications or Licensing Requirements: (prior to job entry)

None.



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### Knowledge Requirements

- Knowledge of principles, methods and practices of accounting.
- Knowledge of departmental accounting and financial procedures and related laws.
- Knowledge of word processing, electronic spreadsheet, database and payroll software.
- Knowledge of the judiciary's administrative procedures and policies as impacts the duties of this classification.

### Skill Requirements

- Excellent interpersonal and customer service skills.
- Attention to detail.
- Accounting skills relevant to daily operations of the fiscal department in the State Court Administrator's Office.
- Skilled in the use of word processing, electronic spreadsheet, database and payroll software.
- Ability to proficiently use required software programs.
- Math skills associated with accounting and payroll procedures.
- Written and verbal communication skills to respond to inquiries and provide information to court personnel.

### Physical Requirements

- The essential functions of the job typically require: sitting, stooping, crouching, kneeling, standing, walking, climbing, talking, hearing, seeing, feeling, reaching, and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Employee is exposed to few, if any, adverse environmental conditions.
- Physical requirements can typically be characterized as **Light**: Work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force constantly to move objects.
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### Job Classification History

- Payroll and Benefits Specialist created 10/1/22.