

MARSHALL MUNICIPAL UTILITIES

PEOPLE, RISK & OUTREACH (PRO) DEPARTMENT

JOB DESCRIPTION

Revised 10/2025

TITLE: Payroll Specialist

CLASSIFICATION: Nonexempt

PAY RANGE: 7

JOB LOCATION: 75 E. Morgan, Marshall, MO

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday.

BASIC DESCRIPTION OF WORK: Performs a variety of general and specialized payroll and accounting duties related to the preparation, issuance and maintenance of payroll processes and records. Prepares, reviews and reconciles a variety of payroll reports involving taxes, retirement contributions, and benefits. Enters and manages data in payroll and human resources management systems. Provides administrative assistance and performs general secretarial functions for the People, Risk & Outreach (PRO) Department. Handles confidential matters.

This job requires the following education and/or experience:

High School graduate or equivalent.

Three years' experience in an office environment with some payroll and bookkeeping experience preferred

This job requires the following,

(1) at the time of hire:

- a. Knowledge of Windows based software including Excel and Word
- b. Ability to operate office machines
- c. Telephone (landline at residence or cellular)

(2) obtained on the job:

PRIMARY DUTIES OF JOB: Under minimum supervision, administers and maintains payroll records, functions and processing. Enters and manages data in human resource management systems. Verifies accuracy of and processes payroll timesheets, ensuring compliance with applicable policies and procedures; resolves and communicates corrections, working with department managers and supervisors. Calculates garnishments and other deductions; processes direct deposits; processes and manages special billing including but not limited to COBRA premiums. Responds to questions about leave, overtime, withholding tax, benefit and retirement deductions. Completes state and federal payroll tax reporting. Types and prepares various business letters, legal documents, general publications, and other related forms; and, maintains various statistical data and correspondence files. Some work will be classified as confidential.

SECONDARY DUTIES OF JOB: Acts as Recording Secretary at Board Meetings when assigned. May assume other duties as assigned.

To do this job you must be able to:

- Type accurately using equipment such as computer keyboards
- Maintain strict confidentiality of information
- Apply basic math skills such as averages, greater than, less than
- Perform math calculations accurately
- Comprehend effects of changes made in and to systems
- Read, write and understand material written in English
- Communicate effectively, in English, verbally in person and by telephone/radio
- Operate personal computer; involves extensive work with payroll and HRM software, word processing and spreadsheets
- Operate, understand and manipulate computer files
- Understand and follow oral and written instructions
- Visually obtain accurate data from various written material
- Work safely alone and with others in a compatible manner
- Function with rapport regarding employees of MMU, the general public, and vendors

PHYSICAL DEMANDS:

- 1) Lift 20 pounds

ENVIRONMENTAL CONDITIONS: Normally an office environment.

SUPERVISION RECEIVED: Works under the direct supervision of the People, Risk & Outreach Director or others as assigned.

SUPERVISION GIVEN: None normally; may oversee others during special assignments. May assist in or be responsible for the training of personnel in apprentice position as assigned by the People, Risk & Outreach Director.