



Position: **TRANSIENT TEEN CAMP PAYROLL SPECIALIST**

Civil Service Title: RECREATION ACTIVITIES COORDINATOR (c6122)

Date: March 20, 2020

Main Functions:

The transient Teen Camp Payroll Specialist assists in the implementation of high-quality NORD Teen Career Camps. The Teen Camp Payroll specialist is responsible for all aspects of payroll for Teen Career Camp participants.

Reports to: NORD Teen Programs Manager

Duties:

- Completes and/or reviews accuracy of income verification forms in teen applicant files;
- Identifies whether teen camp applicants are rehires or new hires;
- Collects, reviews, and compiles data;
- Creates and maintains accurate physical and electronic files;
- Verifies accuracy of employee information: SSN, address, direct deposit information, etc.;
- Inputs data for teen camp applicants to be added to City Payroll;
- Submits payroll data to Teen Programs Manager and City Payroll;
- Collects and reviews teen camp participant time sheets;
- Calculates participant pay;
- Prepares and processes participant payments by submitting accurate information to Teen Programs Manager and City Payroll;
- Submits teen camp payroll information by deadline;
- Maintains accurate payroll records;
- Ensures accuracy of all documentation submitted;
- Verifies and distributes teen camp participant stipends;
- Troubleshoots any payroll discrepancies including communication to City Payroll and ADP regarding discrepancies and check distributions;
- Performs clerical and administrative duties;
- Ensures confidentiality of documentation received;
- Communicates effectively with Teen Programs Manager, NORD employees, participants, parents, and the City Payroll Office; and
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Expertise in Microsoft Word and Microsoft Excel and high proficiency in other Microsoft Office applications.
- Ability to effectively manage multiple projects and assignments under time constraints and changing priorities.
- Ability to work independently and effectively manage time sensitive tasks.
- Extremely responsible, punctual, and detail oriented with notable organizational skills.
- Knowledge of NORD policies and procedures.
- Ability to perform administrative duties.
- Familiarity with data entry; information management, accurate reporting, and accounting skills.
- Ability to understand and follow oral and written instructions.
- Ability to represent NORD in a professional and courteous manner.

**Minimum Qualifications:**

- A Bachelor's Degree with a major in Recreation, Parks Administration, Leisure Activities, Health, Physical Education, Fine Arts or Performing Arts
- Or: A Bachelor's degree and nine (9) months of full-time experience in recreation event planning, the recruitment and coordination of volunteer staff, or in the coordination of recreational activities.

Compensation/Work Week:

- Base Wage/Status: \$16.52/Hour, NON-Exempt
- Work Week: Monday – Friday, 40 hours/week, subject to flex time