

**SAN PATRICIO ELECTRIC COOPERATIVE, INC.
SINTON, TEXAS**

POSITION DESCRIPTION

Revised 7/21/2022

JOB TITLE:	Human Resources Coordinator/Payroll Clerk	POSITION CODE:	12N
		SALARY GRADE:	NELM-08
DEPARTMENT:	Financial Services	FLSA STATUS:	Non-Exempt
APPROVED BY:			
_____		_____	
<i>General Manager</i>		<i>Date</i>	
_____		_____	
<i>Human Resources Official</i>		<i>Date</i>	

I. POSITION FUNCTION SUMMARY:

The mission of San Patricio Electric Cooperative (SPEC) governs the work of all SPEC employees, and as stated is:

***“Our mission is to provide safe and reliable electric service for our Member/Owners.”
To provide electric service to enhance the quality of life for our members. To provide electric service at reasonable and sustainable rates. To provide excellent customer service with well trained, helpful and courteous employees. To provide support to our local communities. To operate San Patricio Electric Cooperative as a member owned, not for profit, electric cooperative guided by the seven cooperative principles.***

Under the direction of the Financial Services Manager, the Payroll Clerk assist in maintaining the human resources information system and records, and for assisting in the administration of human resources programs and services; assisting with the payroll system to certify that accounting data and backup information is accurate and reported according to accepted standards.

II. PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES:

1. Administers the Human Resources Plan, to include all policies and procedures, recruitment and selection, AA/EEO programs, training and education, performance management, and record keeping in order to promote positive employer-employee relationships, high employee morale, compliance with federal, state, and local laws and regulations, and consistent and equitable treatment to all employees.
2. Works with General Manager, outside legal counsel to assure appropriate handling of human resource legal matters, and protect the interests of employees and cooperative.
3. Assist in administering Cooperative’s compensation program, ensuring that internal equity and external competitiveness are maintained for all budgeted positions; conducts market surveys on salaries and benefits on a local, state, regional, and national basis.
4. Responsible for the efficient and effective administration of the Cooperative’s employment benefit programs, including health, dental, retirement disability, wellness and other programs; ensures that the programs are in compliance with cooperative policies and federal, state and local laws and regulations.
5. Assist in keeping employees informed of all changes in personnel policies, and recommends changes or improvements to policies when needed or desirable.
6. Maintains employee records management ensuring appropriate privacy, confidentiality and security of all personnel, medical, employment, payroll and benefits for all of the Cooperatives employees as

- well as COBRA-eligible and retired employees, and employees on disability or other approved leave; ensures compliance with applicable federal, state, and local laws and regulations.
7. Responsible for the selection, assignment, training, development maintaining compliance with state and federal laws and regulations and the Cooperative's policies, guidelines, and affirmative action policies.
 8. Maintains accurate benefits records, and completes all required benefits reports for review by supervisor or contract benefits specialists.
 9. Provides benefits administration to include claims resolution, change reporting, and reviewing invoices prior to payment approval.
 10. Maintain Human Resource Information System records and compiles necessary reports.
 11. Performs data entry for payroll processing and related activities, including solving basic problems concerning payroll, answers inquiries, and monitors compliance with payroll policies and maintains payroll related files.
 12. Initiates changes in work assignments or processing to improve efficiency.
 13. Assists in development of overall payroll procedures by recommending improvements or changes when deemed necessary for greater efficiency.
 14. Must know in detail all payroll laws for the state and federal government.
 15. Acknowledge any changes in law when they are implemented for benefits, payroll, and human resources.
 16. Post from time sheets accurately, balances with payroll audit report, run appropriate reports for processing payroll checks, lists of deductions and entries to general ledger.
 17. Keeps abreast of the payroll processing system and changes in wage and tax laws, and corresponds with federal, state and local tax agencies on behalf of our clients in problem situations.
 18. As part of payroll procedures, ensures accurate and timely payments to: STEC Federal Credit union for employee deductions, child support checks, NRECA medical insurance, and Selectre pension plan.
 19. Completes accurate and timely calculating and reporting payroll taxes after each pay period.
 20. Completes end-of-month balancing of workers' comp report, journal entry for taxes, and payroll labor distribution with general ledger.
 21. Completes records on changes and enrollments on benefit plans.
 22. Completes all quarterly tax reports to IRS and Texas Workforce Commission.
 23. Prepares and maintains end-of-year reports to IRS and Texas Workforce Commission, to include W-2 forms to current and former employees.
 24. Prepares Data Compensation Annual Report for NRECA.
 25. Confirms completion of IRS 5500 annual report with NRECA.

26. Responsible for knowing cashier/receptionist position to back up as necessary.
27. Reconciles bank statement.
28. Assists bookkeeping and billing departments when needed.
29. Establishes and maintains a positive working relationship with agencies and coworkers to promote a quality service image.
21. Promotes electric use by taking every opportunity to acquaint the consumers with the productive uses of electricity; obtaining increased member and public understanding of the Cooperative's objectives, plans and programs, and of rural electrification in general.
22. Conduct activities in such a manner as to promote a safe working environment, efficient operation of the cooperative, productive employees and satisfied customers.
23. Any other duties as requested.
24. Other duties may be assigned in the Emergency Restoration Plan.

OTHER INFORMATION: Within the parameters dictated by policy and applicable regulatory requirements, the Payroll Clerk is ensures that human resources data, records and reports, as well as payroll data and customer records are accurate and complete, and that payroll balances to the general ledger. Within the parameters dictated by policy and applicable regulatory requirements, this position has limited autonomy and latitude to identify and solve problems and make decisions necessary to manage the operation of the electric distribution system.

III. WORKING RELATIONSHIPS:

DEPARTMENT: Financial Services: This department is responsible for the overall management and coordination of financial services provided by and in support of the Cooperative; to include general accounting, billing, general and plant accounting, finance, auditing and data processing services, for maintenance and upkeep of the Cooperative's financial records and filing system to ensure compliance with RUS and GAAP requirements, and for facilitating the proper utilization and internal control over cooperative assets.

REPORTING RELATIONSHIPS: The HR Coordinator/Payroll Clerk has no supervisory authority within the department. This position may retain functional authority over specific projects or areas of responsibility as specified in this position description or otherwise delegated by the Financial Services Manager.

<p><i>Supervisor's Supervisor:</i> General Manager</p> <p><i>Immediate Supervisor:</i> Financial Services Manager</p> <p><i>This Position:</i></p>	<p><i>Other Positions Reporting to the Immediate Supervisor:</i></p> <ul style="list-style-type: none"> • Customer Service Supervisor • Cashier • Accounting Clerk/s
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HR Coordinator/Payroll Clerk	
<i>Immediate Subordinate Positions:</i> None	

COORDINATES OR COOPERATES WITH:

A) INTERNAL

- Financial Services Manager – Requests advice and assistance and confers on operational and personnel problems; provides advice, assistance and information on employee development, work planning, policy planning, and other areas as assigned.
- Administration – Coordinates work with all Financial Services personnel, particularly with those positions directly involved in payroll and collections and customer service.
- Other Employees - Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment.

B) EXTERNAL

- Members – Establishes the recognition and acceptance of ownership benefits and responsibility, to encourage and promote the effective and efficient use of electric energy. Provides helpful, courteous assistance and service to resolve customer service problems when necessary.
- General Public - Presents a friendly, courteous image for the Cooperative.
- Legal and Regulatory Agencies - Maintains professional relationship with agencies and organizations involved in safety and other applicable regulations.

IV. AUTHORITIES AND ACCOUNTABILITIES:

General Authority: The HR Coordinator/Payroll Clerk has no line responsibility. Decisions and duties are regularly reviewed and have a limited impact on Cooperative operations. Work is routine; problems are relatively simple and methods and procedures are well defined. Makes suggestions for improvement of operations and efficiency, remembering that the Cooperative's employees make up a single team and each team member contributes toward making the Cooperative better. The Payroll Specialist is required to secure approval of the Financial Services Manager in making decisions when policies are not clear or adequate or require interpretation. Recognizes the need to understand that the Cooperative's best interests can be directly affected by his/her actions.

Budget and Asset Accountability:

- Responsible for a minimum level of impact on the department-operating budget.

V. POSITION SPECIFICATIONS:

A) Fair Labor Standards Act Provisions

This position is non-exempt under the provisions of the Fair Labor Standards Act and is subject to the Cooperative's policies and procedures pertaining to overtime hours and premium pay.

B) Personal Requirements of Position

EDUCATION AND EXPERIENCE

A high school diploma or equivalent required. College degree preferred. Three to five years of experience in payroll, bookkeeping, and human resources experience is required.

KNOWLEDGE, SKILLS AND ABILITIES

This position requires extensive knowledge of SPEC, human resources recordkeeping, and GAAP payroll rates and procedures. Knowledge of employee benefits and SPEC policies and procedures is required. Must be able to communicate with a diverse group of employees to resolve payroll problems. Ability to project a favorable image for the Cooperative.

PERSONAL CHARACTERISTICS

Performs the essential functions and elements of this position competently, following a six-month orientation period. Personal characteristics to include: a team player, high integrity, good personal habits, regular work attendance, attention to detail, courteous and friendly, able to work well with diverse groups of people, and gain and maintain respect of others, both inside and outside the Cooperative.

VI. PHYSICAL CHARACTERISTICS/WORKING CONDITIONS

Work is varied and a person in this position has sufficient time to complete most tasks without a feeling of pressure. There are frequent opportunities to relax from any physical exertion or to change position in work activities.

Physical Effort and Dexterity: Within normal limits of an inside office position.

Machines, Tools, Equipment required to be operated: Typewriter, calculator, copy machine, postage metering machine, computer, and computer printer and fax machine

Visual Acuity, Hearing, Speaking: Comfortable in speaking on a one-on-one level with customers.

Environment/Working Conditions: Work is mostly inside, and no particular hazards exist; normal office worker safety precautions and practices are required. Position requires occasional travel throughout the Cooperative's service territory, and occasionally working long days to meet deadlines.

Employee Requirements:

This position requires employee to possess and maintain a working telephone number. A current Texas driver's license is required; and, must have and maintain an insurable driving record.

The employee is to perform all duties necessary on-site or at specified working locations as defined by the General Manager or Financial Services & Billing Services Manager. At no time, is the employee allowed to perform any duties from a remote location that is not authorized by the General Manager.

VII. REMARKS:

The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary or desirable by the management of San Patricio Electric Cooperative.

I have read my Position Description and understand my assigned responsibilities, and have been given a copy of this Position Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also understand that the Board of Directors and management of San Patricio Electric Cooperative, Inc. cannot guarantee my employment, and that SPEC can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion. I also certify by my signature below that I am able to perform the essential functions of this position description either with or without a reasonable accommodation.

Accepted by: _____
Employee *Date*

Approved by: _____
General Manager *Date*