

Arkansas Rehabilitation Services

Business Operations Specialist Job Vacancy Announcement

Recruitment Period: Tuesday, September 2, 2014, through Monday, September 8, 2014

Position Number: 22081997

Classification Title: Business Operations Specialist Class Code: C022C Grade: C116

2014 Grade C116 Entry Level Salary: \$30,713

The Arkansas Department of Career Education (ACE), Rehabilitation Services Division, is recruiting for a Business Operations Specialist position.

The Business Operations Specialist will function as the Payroll Specialist. This position is assigned to the Human Resources Department in Little Rock. This position is located at 525 W. Capitol Ave, Little Rock, Arkansas 72201

Please read the attached Business Operations Specialist functional job description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at www.arstatejobs.com. Resumes may be uploaded with the employment application. Each candidate is required to respond to the questions that are posted with the application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121.

Applications will be subject to inspection under the Arkansas Freedom of Information Act. **Applications and resumes must be posted on the Arkansas State Jobs Website by 11:59 p.m., Monday, September 8, 2014.**

The Arkansas Department of Career Education, Rehabilitation Services is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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Position Summary

The Benefits Operations Specialist will function as the Payroll Specialist. This position is the lead and principal technician for payroll processing for the agency. The Payroll Specialist will continuously review documents and enter data to support employee request and audit system entries to ensure accuracy. Payroll entries will be completed by state specified guidelines. This position will instruct employees and review documents submitted for audit compliance purposes. This position is assigned to the Human Resources Department in Little Rock.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in general business, accounting, business education, or a related field; plus two years of experience in bookkeeping, payroll processing, or a related field. Business Administration, Public Administration, or Finance will be considered as a related field.

OR

The formal education equivalent of an Associate's degree, or two years of college with an emphasis in general business, business education, financial management, or accounting. A minimum of four years of professional work experience in payroll, benefits, or in human resources processing is required.

Administrative support functions will not be accepted nor will they substitute for the professional work experience requirements for this Business Operations Specialist position.

The Payroll Specialist must exercise good judgment and initiative to achieve performance expectations. A high level of integrity is essential to be successful as the Payroll Specialist. This position must effectively communicate orally and in writing. Effective application of grammar, punctuation, spelling, and syntax are essential. Proficient utilization of Microsoft Office software applications, especially Microsoft Word and Excel is required. Effective management and organizational skills with attention to detail are required.

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Job Duties and Responsibilities

Read, understand, analyze, and interpret state and established agency policies and procedures to educate staff, respond to correspondence, and to support recommended changes to payroll processing procedures.

Schedule and plan workflow for various payroll processes to meet established state deadlines. Verify the accuracy of data entered in payroll and benefits system.

Calculate and balance payroll records and data. Make appropriate corrections as needed, and notify agency staff of payroll corrections.

Process payroll documents for new employees, or make changes for existing employees. Complete and maintain payroll and personnel records and reports for audit compliance purposes.

Review computer printouts, makes corrections, coordinates filing of payrolls, and distributes reports, as required or requested.

Assist agency staff with payroll questions or problems, and generate reports regarding payroll processing when requested.

Provide technical assistance to staff with interpretation of state and agency policies and procedures to ensure compliance, particularly absence and attendance guidelines.

Proficient application of EXCEL software to design\format spreadsheets and create accurate formulas. Competently utilize Microsoft Office software applications.

Research and verify information to provide technical assistance to agency staff and other entities as needed.

Identify and analyze potential problems and recommend solutions that are conducive to resolve issues and achieve desired outcomes.

Exercise responsible discretion to preserve the integrity of all employee confidential information.