

- JOB TITLE:** Payroll Specialist
- LOCATION:** History Center - 345 W Kellogg Blvd., St. Paul, MN 55102
- COMPENSATION:** Starting range \$57,366.40 - 61,776.00 annually
- STATUS & HOURS:** Full-time, regular (approximately 2,080 annual hours) position.
- BENEFITS:** Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.
- DESIGNATION:** Bargaining Unit AFSCME Local 3173
- POSTING DATE:** October 2, 2024
- DEADLINE DATE:** Open Until Filled
- TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.
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DESCRIPTION: This position provides professional support for MNHS payroll initiatives including operations, procedures, technology, and other HR initiatives. This position also provides professional guidance and support to other human resources employees for the effective design, delivery and maintenance of key department systems and processes.

SUMMARY OF WORK: 1) Prepare, process and coordinate MNHS payroll operations in an efficient and accurate manner; 2) Participate in projects; 3) Prepare and analyze payroll reports used for auditing and compliance; 4) Assist in training employees on payroll information, tools, and processes; 5) Participate in professional development opportunities to keep current on payroll processes, legal requirements, and technology; and 6) Work collaboratively with the People and Culture team to provide support and back-up for achieving department goals and objectives and to ensure the needs of MNHS staff and external customers are met.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience.
- Five years of payroll processing experience.
- Experience using ADP software or similar cloud-based systems, and their upgrades.

DEMONSTRATED SKILLS IN OR KNOWLEDGE OF:

- Applying payroll and tax laws and other payroll policies/best practices.
- Using, implementing, and training others on payroll applications, software and procedures.
- Performing accounting/reconciliations of payroll liabilities accounts.
- Proficiency in Microsoft Excel and Google Sheets skills, and other Microsoft Office applications.
- Communicating, both orally and written, including preparing and delivering reports and presentations.
- Technology skills necessary to develop quality project, report, and program documentation.
- Thinking imaginatively and problem solving.

- Customer service and interpersonal communications skills sufficient to establish and maintain effective working relationships.
- Multitasking, working effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities.
- Working independently and taking individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Strong analytical and organizational skills with a demonstrated results orientation.
- Gathering data, analyzing, and organizing information into action plans.
- The practice, methods and techniques of process improvement.

DESIRED QUALIFICATIONS:

- BA or advanced degree in Accounting, Business Administration, Management Information Systems, or related fields.
 - Extensive knowledge of ADP.
 - Advanced skills in Excel.
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Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.