



**DEPARTMENT OF
LABOR**
& INDUSTRIAL RELATIONS

HUMAN RESOURCES

421 East Dunklin Street, P.O. Box 510

Jefferson City, MO 65102-0510

Phone: 573-751-3588

Fax: 573-751-3668

www.labor.mo.gov

Contributions Examiner

Employer Accounts

Cole County

Starting Semi-Monthly Salary: \$1186.00

Apply By January 22, 2019

Job Duties Include:

- Examines documents from employers and their representatives regarding quarterly reports and taxes due.
- Responds to inquiries from employers and their representatives involving less complex issues pertaining to employers' accounts for contributions due or credited.
- Processes payments received with employers' contributions and wage reports, monthly billing statements, debits, interest and penalty memos, and other Division documents; applies loose monies received.
- Ensures that payments are deposited according to U.S. Department of Labor guidelines and ensures payments are accurately posted to an employer's account.
- Reviews dishonored checks and Division files to determine the methods of collection of any checks returned by financial institutions; maintains follow up until the issue is resolved.
- Oversees the daily operations of deposit functions in the absence of the Contributions Specialist.
- Verifies work balances to process daily deposits; determines proper application of payments rejected by the deposit programs; and completes money deposit processes in the timeframe established by the U.S. Department of Labor.
- Trains and assists lower-level deposit staff and staff loaned from other sections.
- Exercises judgment and discretion within the limits of policies and procedures; receives close supervision.
- Works independently within the scope of assigned duties.
- Maintains positive working relationships and conduct duties with courtesy and respect.
- Accepts and implements feedback with a positive attitude and constructively support open communication, dedication, and compassion.
- Seeks to assist team members and accepts additional assignments willingly.
- Maintains regular and reliable attendance.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Introductory knowledge of office procedures, practices, and equipment.
- Introductory knowledge of general business organization and operation.
- Introductory knowledge of bookkeeping/accounting principles and procedures.
- Introductory knowledge of basic employer liability provisions of state and federal Employment Security laws.
- Introductory knowledge of statutes pertaining to collection of delinquent tax accounts.
- Ability to understand complex procedures and regulations pertaining to the Employment Security program.
- Ability to use office equipment and personal computer.
- Ability to make accurate mathematical computations.
- Ability to work effectively with co-workers, employers, and representatives.

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.

TDD/TTY: 800-735-2966 Relay Missouri: 711

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Eligibility:

(The following minimum qualifications will determine merit system eligibility. Allowable experience and education substitutions are provided in italics below the corresponding minimum qualification statement; no other substitutions will be permitted. These minimum qualifications may also be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers.)

Three or more years of experience in sales; public contact work; clerical work; and/or in business, personnel, and/or public administration; and possession of a high school diploma or proof of high school equivalency.

(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the stated experience at a rate of 30 earned credit hours for one year.)

To Apply:

To apply, submit a completed application, (https://labor.mo.gov/sites/labor/files/pubs_forms/2396-AI.pdf), cover letter, resume, and transcripts to: humanresources@labor.mo.gov , fax to 573-751-3668 or mail to: Human Resources, PO Box 510, Jefferson City, MO 65102 by January 22, 2019.

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