



January 26, 2015

Location: Houston, Texas

## Payroll Assistant

Space Center Houston, owned and operated by the non-profit Manned Space Flight Education Foundation, Inc., is the official visitor center of NASA Johnson Space Center. The center features more than 400 space artifacts, attractions and theaters related to the exciting future and remarkable past of America's human space-flight program. Join a fun and exciting museum environment.

Currently, we are seeking a full time Payroll Assistant to administer the Payroll function for Space Center Houston.

### **POSITION RESPONSIBILITIES:**

- Weekly editing of time and attendance for employees.
- Enter all changes into the time and attendance system including departmental changes, transfers, and shift differentials.
- Maintain and track time and attendance reports.
- Maintain Time-Off Requests and accrual balances.
- Enter all changes into the payroll side of system including salary and rate changes, direct deposit information, tax deductions, tax information and benefit time.
- Maintain and track payroll reports to include 403(b) information, and other reports as needed.
- Interface between time and attendance and payroll sides of system to accurately transfer hours and then transmit that information to the Sheakley offices.
- Maintain all employee payroll files.
- Administer pay practices according to local, state and federal laws and regulations.
- Maintain and administer all Time-Off Request Forms, Direct Deposit Forms, and Payroll Corrections.
- Work with employees to resolve pay related questions and issues.
- Weekly tracking of all employee paychecks.
- Additional job duties as assigned.

### **POSITION QUALIFICATIONS**

- A minimum of 3 years payroll or related experience/education, ADP or Sheakley PaySystems experience preferred.
- Proficiency with computer software required with knowledge of Microsoft Office, Word for Windows, and Excel preferred.
- Computer knowledge with automated timekeeping systems.
- Ability to work in a team environment.

- Ability to maintain confidentiality and to exercise good judgement is required.
- Good communication skills and strong interpersonal skills required.

Complete the application by clicking [here](#) and emailing [careers@spacecenter.org](mailto:careers@spacecenter.org). For more information, contact the Human Resources Department at (281) 244-2150.