



Payroll Administrator

Human Resources

HR/2

JOB SUMMARY

This position is responsible for supervising the college's payroll operations.

MAJOR DUTIES

- Operates a computerized payroll system to perform payroll activities.
- Works directly with the Shared Services Center to complete payroll tasks, benefits tasks, and security functions.
- Assists in maintaining general ledger records related to payroll and employee benefits.
- Manages remittance payments of retirement vendors.
- Oversees the transfer of funds related to operating and payroll accounts.
- Maintains employee sick leave and vacation accruals and records.
- Prepares payroll-related reports.
- Processes bi-weekly and monthly payrolls.
- Reviews and approves W2s and other federal and state reports.
- Enters new hire information into the computer system.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of computers and job-related software programs.
- Knowledge of payroll accounting processes.
- Knowledge of employee benefits and deductions processes as related to payroll.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of college policies and procedures.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Human Resources assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include GAAP, college payroll policies and procedures, federal laws regarding payroll and benefits, the payroll manual, and software user manuals. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied accounting, supervisory and technical duties. Strict regulations and the need for accuracy contributes to the complexity of the position.

- The purpose of this position is to supervise the college's payroll functions. Success in this position contributes to the efficiency, effectiveness and accuracy of those functions.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, bank representatives, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Payroll Accounting Specialist (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.