

**Posted:** March 10, 2022



## POSITION ANNOUNCEMENT

**TITLE:** PAYROLL SPECIALIST

**DEPT:** BUSINESS OFFICE/ PAYROLL

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$14.00-\$15.25

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: Concurrent\*** CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

Responsible for being front line to Payroll Staff, Greeting Customers and directing their requests to the appropriate person or department. Responsible for verifying status of timecards on Banweb. Verifies payroll data prior to entering and checks labor accounts. Calculates leave and overtime, and posts sick and annual leave for employees. Help employees with questions about paychecks, leave records, and deductions. Recommend adjustments of employee records, i.e. leave records, earnings, deductions, and salary. Notifies supervisor and employee of active cards left in queue each pay period and keeps track of these records and verifies all records left in queues are paid or processed. Maintain communication with departments and employees. Maintain payroll records for 1,500 to 2,300 employees per year for audit, including confidential information. Maintenance of employee payroll related records in database and files. Maintain various payroll report files and organize all documents. Record maintenance includes the transfer to storage areas all related reports at year end. Maintain files on DP and all payments to vendors. Prepare payment information from payroll reports and submit for payment. Assist in the processing of employee paychecks using institute policies and procedures, and state regulations. Refers requests for special payroll reports to supervisor. Serves as backup for other Payroll Office Staff members in their absence.

### REQUIRED QUALIFICATIONS:

Formal diploma/certificate/degree program 6-18 months after high school or six credit hours in college level accounting from an accredited college/university (credit hours can be waived for directly applicable experience. Two years' experience = three credit hours or Five years directly related to Payroll experience. One year experience in spreadsheet and word processing applications required. Must have strong written and oral communication skills with students, faculty, staff, external Governmental agencies required. Strong organizational skills required. Ability to deal tactfully with students, staff, faculty, and auditors and other governmental agencies; under favorable and unfavorable circumstances required. Ability to work under time constraints and deadlines required. Experience in operating payroll database software desired. Experience in advising personnel on policies and procedures of NMT desired. Knowledge of state labor laws, IRS deposit regulations, and NMT policies and procedures desired. Experience with Banner (must be learned if none) desired. Must be able to work flexible hours including occasional evenings and weekends required.