REVISED

POSITION ANNOUNCEMENT

TITLE: PAYROLL ACCOUNTANT

DEPT: BUSINESS OFFICE/PAYROLL

REG ☑ TEMP ☐

FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $36,500

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

*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:

Review of financial reports for management Analyze and interpret information on labor data. Monitor and reconcile all payroll related liability accounts. Monitor payroll budgets and expenditures. Assist with monitoring related imputed fringe benefits. Make recommendations for policy changes and revisions. Review and/or prepare journal entries, invoices and budget revisions. Verify all payroll withholdings and remittance to vendors. Verify payroll data entry and checks labor accounts. Help employees with questions about paychecks, leave records, and deductions. Prepare adjustments of employee records, i.e. leave records, earnings, deductions, and salary. Maintain communication with departments and employees. Direct and delegate work of staff and students. Serves as backup for other staff members in their absence and other miscellaneous duties as assigned. Keep abreast of current Federal and State regulations. Assist with internal control measures. Assist internal and external auditors. Balance payroll liabilities, including health and life insurance. Determines and initiates appropriate corrective action to resolve questions and/or problems. Supervise time entry. Verifies information from time cards and reports from remote entry sites. Verifies student hours are in compliance, overtime has proper approval. Determines if there are any problems and resolves them. Verifies gross payroll, net payroll, and deductions. Creates direct deposit records and transfers electronically to ACH Bank. Creates checks for processing by accounting department. Creates general ledger offsets. Updates employee earnings and benefit information. Meet strict deadlines for payments of taxes. Creates all disbursement reports, payment requests, and vendor payments (monthly and biweekly). Submits reports to various agencies.

REQUIRED QUALIFICATIONS:

Bachelor’s Degree required; Area of Study: Concentration in Accounting or equivalent. 12 credit hours of accounting of a minimum of 4 years accounting related experience. 1 year experience can be substituted for 3 credit hours. 3 years’ experience may be substituted for 6 credit hours. Computer experience including spreadsheet, database management and word processing applications required. Must have strong written and oral communication skills with students, faculty, staff, and external Government agencies. Must be able to use professional judgement and discretion dealing with auditors. Ability to deal tactfully with students, staff, faculty, and auditors and other governmental agencies; under favorable and unfavorable circumstances. Must have ability to work independently on assignment of standard difficulty as well as with time constraints and deadlines. Must be able to use broad knowledge of practice and procedures to handle complex assignments and provide general guidance to other employees and staff. Must be able to understand and interpret complex materials such as regulations, audit reports, and documentation of internal control systems. Implement new regulations. 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. Must be able to pass the certified payroll professional exam within a year of hire desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 106, Socorro, NM 87801-4796