POSITION ANNOUNCEMENT

TITLE: PAYROLL MANAGER  DEPT: BUSINESS OFFICE/PAYROLL

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $50,960-$63,648
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:
Under general direction from the Controller, the Payroll Manager coordinates, manages, and supervises the operations and activities of the Payroll Office and other assigned areas. The Payroll Manager controls the preparation and disbursement of payroll for the centralized University payroll functions. The Payroll Manager uses an understanding of an in-house system to accurately pay employees in compliance with federal and state laws and regulations, such as the Internal Revenue Service (IRS) rules, and regulations and the Fair Labor Standards Act (FLSA). The Payroll Manager works closely with Human Resources Office and other University departments as well as the IRS, Social Security Administration and others receiving the proceeds from payroll deductions. Ensures proper payment of wages and salaries by supervising the preparation of the biweekly payrolls and other Business Office areas assigned, assuring that the Banner system is correctly processing salaries and reported hours worked, correctly utilizing paid leave and holiday pay, correctly accruing compensatory time, and correctly computing overtime. Generates records for each payroll showing each payee, hours worked, wages paid, associated withholdings for retirement, benefits, and other contributions, and taxes withheld, supervises the maintenance of payroll records and accounts, and prepares journal entries related to payroll in a timely manner. Ensures the timely completion of all payroll tax reporting requirements and the issuance of W-2s. Responsible for troubleshooting daily issues and proactively identifying weaknesses in processes and provide recommendations for continuous improvement. This position assists with policy development, updating, and documentation of procedures, as well as interface with various departments for ensuring smooth operations. Maintains the Banner HR module as it relates to payroll processing. Assures that the Banner payroll system is working as expected and in compliance with federal and state laws, rules, and regulations. Develops a competent and efficient Payroll Office and other assigned staff by supervising, assigning and monitoring their tasks, and preparing employee performance evaluations. Responds to all payroll audit requests.

REQUIRED QUALIFICATIONS:
Bachelor's degree required in business or related field plus a concentration in accounting (concentration is introduction to accounting plus 12 additional hours in accounting). 6 hours may be waived for experience (1 year experience = 3) hours required. Supervisory experience of personnel, which includes work allocation, training, enforcement of internal procedures and controls, and problem resolutions; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance required. Advanced understanding of payroll tax regulations and the ability to manually calculate gross to net pay taking an employee's tax forms, voluntary deductions, and pre-tax deductions into consideration required. Experience with an in-house payroll system with more than 100 employees required. Strong working knowledge of defined benefits, defined contributions, and flexible spending plans required. Must have in-depth understanding of employer and employee tax calculations and taxable wage limits; payroll tax deposit rules required. Experience with Affordable Care Act and related reporting required. Knowledgeable in filing Form 941 and reconciling W-2s. Ability to deal tactfully and effectively with Tech staff, faculty, students and general public in a courteous and professional manner required. Must maintain confidentiality, good communications skills, and positive work attitude required. Ability to work in a highly regulated and constantly changing environment and under time constraints and deadlines required. Must be proficient in Microsoft Office applications, especially Excel required. Strong analytical skills required. Five years accounting experience in payroll operations required. Teamwork and interpersonal skills required. Strong verbal and written communications skills required. Experience with the ARGOS or similar reporting system required. Experience with Ellucian Banner or equivalent required. Fundamental Payroll Certification desired. Experience with NMT business processes and applications desired. Certified Payroll Professional desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 006, Socorro, NM 87801-4796