



Job Description

Job Title:	Associate Payroll Supervisor	Grade:	K
Department:	Payroll	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Coordinates activities between Human Resources and the Payroll Departments. Researches and resolves problems in the system and/or with procedures. Provides customer services to employees with questions on payroll, taxes or deductions. Researches federal and state tax guidelines and updates other payroll staff on changes.

Characteristic Duties and Responsibilities:

1. Supervises assigned staff to ensure efficient payroll operations; reviews staff work schedules and timesheets; participates in recommending the appointment of personnel; works with staff to correct deficiencies; implements disciplinary measures and recommends terminations as necessary; coordinates and facilitates training of staff.
2. Works with the Director to direct and oversee daily operations of the department, develop department's work plan and operational procedures, recommend goals and objectives, evaluate department's operations and activities, recommend improvements and modifications, interpret, apply and ensure compliance with college policies and procedures, federal and state laws and regulations pertaining to financial accounting and tax reporting.
3. In conjunction with the Director, administers a the monthly payroll processes for full-time and part-time employees; ensures that tax reports are filed accurately and in a timely manner; reviews payroll submissions and monitors for adherence to guidelines and requirements; reviews current work flows and make adjustments where necessary to continually improve.
4. Reviews all payroll account reconciliations.
5. Interacts with employees to respond to inquiries or resolve issues; serves as information resource to college personnel; researches problems and recommends solutions; determines, recommends and implements procedural changes for HR/Payroll; gathers, analyzes and distributes data as needed.
6. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Payroll Director

Direction Given: Direct supervision and evaluation as a first-line supervisor over payroll staff

Minimum Requirements:

Associate's degree from an accredited educational institution and two years of full-time experience in payroll or accounting, bachelor's degree in accounting or business administration preferred, Certified Payroll Professional (CPP) designation within a year in the position

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

September 2008



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Knowledge, Skills, Abilities and Worker Characteristics:

Effective oral and written communication skills

Excellent customer service skills

Ability to “think outside the box”

Knowledge of college policies, state and federal laws and regulations as related to payroll administration

Strong computer skills, mastery level of skills in using spreadsheets and word processing

Good interpersonal skills and ability to work collaboratively with individuals from diverse backgrounds

Supervisory/leadership skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse