Job Description

Job Title: Director Payroll
Grade: N
Department: Budgets and 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:
Plans, manages, directs and coordinates activities related to developing and preparing a 3,200+ employee monthly payroll system. Ensures all tax reports and filings are completed efficiently.

Characteristic Duties and Responsibilities:

1. Reviews all payroll submissions and monitors for adherence to guidelines and requirements.
2. Reviews, interprets and administers IRS (Internal Revenue Service) tax laws.
3. Develops, directs and oversees the department’s work plan, operational procedures and guidelines. Implements new programs and projects. Recommends departmental goals, objectives and assists in the development and implementation of policies and procedures. Evaluates departmental operations and activities, recommends improvements and modifications. Interprets, applies and ensures compliance with college policies and procedures, federal and state laws and regulations pertaining to evaluations, admissions and disclosure of student information.
4. Recommends the appointment of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee recognitions, termination and other employment actions.
5. Investigates complaints and recommends corrective action as necessary to resolve problems. Answers questions and provides information to the public. Responds to the most complex requests for information, assist students and staff with research information, verification and problem solving.
6. Works with internal partners, payroll staff and system office on implementation of upgrades to Colleague and new software. Coordinates and directs training of staff on new applications.
7. Reviews all procedures for efficiency improvements and trains staff on any procedural changes related to those improvements.
8. Manages the maintenance of the financial system as it relates to the payroll systems and codes and provides back up to Human Resources as data security owner of HR module within the Colleague system.
9. Supervises and provides direction to assigned staff.
10. Performs other duties as assigned.

Reporting Relationships:
Direction Received: Reports to Executive Director, Budgets and Payroll
Direction Given: Direct supervision and evaluation of work as a first-line supervisor over assigned Payroll staff

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. May 2014.
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Minimum Requirements:

Bachelor’s degree from a regionally accredited institution in Accounting, Finance or Business Administration with six years of increasingly responsible related work experience including at least two years in a supervisory capacity.

Knowledge, Skills, Abilities and Worker Characteristics:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Knowledge of principles and practices of organization, administration and personnel management
- Knowledge of principles of supervision, training and performance evaluation
- Knowledge of generally accepted accounting/auditing principles and practices
- Knowledge and mastery of payroll procedure and practices, tax laws and state tax reporting

Working Conditions:

Typical office environment; majority of work is performed while sitting at a desk or workstation using a computer display and keyboard; infrequently lifting or carrying objects up to 10 lbs.; infrequently travel between buildings on campus, to other campus and out-of-town for meetings and conferences.