

# CLASSIFICATION SPECIFICATION

## Assistant Collegewide Payroll Services Manager

FT/PT Class Code: 5115, 5615      Pay Grade: B/C 15      FLSA: Exempt      Rev. 07/01/13

**SUMMARY STATEMENT:** An incumbent is responsible for assisting the Payroll Services Manager in the overall College Payroll Department operations. The incumbent provides a high level of expertise, technical knowledge within College, for all Payroll/Human Resources Statewide Technology (PHRST) system process, issues, and concerns relating to human resources, benefits, payroll, and accounting transactions Collegewide. The incumbent will serve as the Team Leader for the department to ensure accurate processing of all fiscal related human resources, benefits, and payroll information. Researches, creates, develops and provides to Collegewide management a variety of financial and statistical reports for budgeting purposes. Serves as back-up coordinator to the College's liaison for all statewide committee meetings, workshops, etc. for all PHRST related issues.

### NATURE AND SCOPE:

An incumbent typically reports to the Payroll Services Manager or an Administrative Superior. An incumbent must adhere to established practices and applicable State and Federal guidelines and serves as a liaison between campuses and outside agencies for all payroll functions and PHRST – related responsibilities.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Assists the Collegewide Payroll Services Manager with the coordination and execution of daily payroll transactions and serves as the team leader for the College's centralized Payroll Department. Delegates and assigns special project assignments and ensures that critical deadlines are met. Serves as a backup wherever needed.
2. Investigates, researches, and resolves complex payroll and PHRST-related issues associated with assigned payroll locations. Coordinates with the Collegewide Payroll Services Manager or Assistant Vice President for Finance to determine if policies and procedures are intact and retrieves authorized signature on all payroll and PHRST-related forms prior to submission.
3. Provides training, functional guidance and counsel pertaining to PHRST, College, State and Federal laws, rules, guidelines, policies, procedures and practices to Payroll department, campus human resources, and business offices.
4. Completes special projects as assigned by the Collegewide Payroll Services Manager or Assistant Vice President for Finance within critical deadlines. Clean up of benefit records, serves as PHRST Liaison.
5. Assists and provides back-up to Payroll department staff for processing of all campus pay locations. Evaluates and processes College payrolls for assigned salary, supplemental and hourly payroll locations using the integrated PHRST system human resources, benefits, and payroll modules. Ensures that payroll transactions are in compliance with laws, regulations, policies, and procedures.

### **PRINCIPAL ACCOUNTABILITIES, cont.'d:**

6. Coordinates with PHRST Administration to manage and resolve discrepancies regarding human resources, benefits and payroll record transactions in the PHRST system.
7. Performs non-PHRST-related processes such as: recodes kickers, verifications, on-demand paychecks, tax calculations and system data validation between PHRST and other State and College data systems.
8. Coordinates archives to Collegewide retention of terminated employees records and payroll documents following management of Collegewide consolidation and validation of files. Coordinates destruction of documents with State Bureau of Archives.
9. Responds to inquiries from the Department of Labor, banks, mortgage companies, campuses, and State agencies.
10. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of auditing procedures and principles of accounting.
- ◇ Knowledge of office and recordkeeping practices and procedures.
- ◇ Knowledge of applicable State and federal laws, rules, and regulations.
- ◇ Knowledge of College and State computerized payroll programs, e.g., PHRST, DFMS, OMS, etc.
- ◇ Excellent keyboarding, time management, interpersonal and communication skills.
- ◇ Knowledge of State and federal laws, rules, and regulations pertaining to payroll.
- ◇ Knowledge of the State payroll/human resources automated management system and State accounting and budgeting systems.
- ◇ Skill in performing mathematical computations with speed and accuracy.
- ◇ Ability to communicate effectively in oral and written form.
- ◇ Ability to operate a computer and other office equipment.
- ◇ Ability to manage multiple tasks and meet critical deadlines.

### **MINIMUM QUALIFICATIONS:**

- ◇ Bachelor's degree and two (2) years of relevant experience; or other equivalent combination of education and experience.