

CLASSIFICATION SPECIFICATION

Collegewide Payroll Services Manager

FT/PT Class Code: 5027, 5527 Pay Grade: B/C 18 FLSA: Exempt Rev. 07/01/13

SUMMARY STATEMENT: The incumbent is responsible for planning, coordinating, and supervising the operations of the College's integrated Payroll/Human Resources Statewide Technology (PHRST) system and for supervising the employees in the College's centralized Payroll Department. The incumbent has overall accountability for College payroll functions associated with all payroll locations, including analyzing complex payroll and PHRST-related issues and recommending policies and procedures. The incumbent ensures compliance with applicable laws, regulations, rules, and procedures and serves as the College's technical expert and liaison for PHRST-related issues.

NATURE AND SCOPE:

This is a single incumbent position. The incumbent reports to the Assistant Vice President for Finance and is responsible for managing the daily operations of the centralized payroll function for the College. The incumbent needs to be the final authority ensuring that the payroll, human resources, and benefits PHRST modules function smoothly for bi-weekly payroll and that the records for all College employees are processed accurately, promptly, and in compliance with applicable laws, rules, and regulations. The incumbent typically interacts with employees of other State and federal agencies, College administrators and staff, tax shelter agents, etc.

PRINCIPAL ACCOUNTABILITIES:

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

1. Manages the daily operations of the centralized College Payroll Department, including ensuring accurate processing of information in the payroll, human resources, and benefits modules in PHRST. Responsible for the reconciliation and approval of paycheck generation, the reconciliation and generation of payroll/benefit refunds/adjustments, managing all employee records in all three PHRST modules, and generating a variety of reports for management.
2. Serves as the College's technical expert and liaison for all issues relating to PHRST and all other payroll functions. Investigates, researches, and resolves complex payroll and PHRST-related issues. Represents the College at Statewide committee meetings regarding all payroll and PHRST-related issues.
3. Trains, supervises, and evaluates employees in the College's centralized Payroll Department. Establishes departmental priorities and coordinates daily activities.
4. Plans, recommends, and implements College payroll and PHRST-related policies and procedures to ensure compliance with federal and State laws and regulations. Develops a PHRST processing schedule and ensures critical deadlines are adhered to throughout the College. Coordinates with College officials and other departments regarding all payroll functions and PHRST operations and provides managerial and technical assistance.

PRINCIPAL ACCOUNTABILITIES, cont'd:

5. Responsible for ensuring that payroll funding reconciliation, fringe allocation, recodes, kickers, verifications, garnishments, tax shelter annuities, deferred compensation, bonds, extraordinary payroll changes, etc. are processed accurately and promptly.
6. Maintains the College's Internal Fund Account and ensures all transactions are processed and reconciled accurately. Processes, reconciles, audits, and prepares reports associated with this account. Authorizes, processes, and reconciles transactions for salary/wage advances, payroll reimbursements, benefit reimbursements and all miscellaneous financial transactions involved with this account.
7. Prepares and audits in conjunction with campus representatives the fiscal Start-up, Payroll Listing, and Reconciliation reports. Manages the overall processing of these reports by the payroll staff.
8. Ensures accurate completion and distribution of all biweekly, monthly, quarterly, and annual payroll reports. Ensures payroll manuals are maintained on a regular basis to include up-to-date processing responsibilities. Ensures appropriate document retention and archiving of records according to State regulations.
9. Develops and conducts training sessions regarding payroll and PHRST-related issues as needed.
10. Serves as the final authority for all salary and regular, part-time Personnel Data Forms and other payroll and human resources documents after payroll staff has validated accuracy, audited, and reconciled all payroll calculations.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of supervisory principles and practices.
- ◇ Knowledge of College, federal, and State payroll and accounting policies, procedures, and/or regulations.
- ◇ Knowledge of State and federal laws, rules, and regulations.
- ◇ Knowledge of the State payroll/human resources automated management system.
- ◇ Knowledge of the State accounting and budgeting systems.
- ◇ Excellent keyboarding, word processing, interpersonal, communication, decision-making, critical thinking, time management and organizational skills.
- ◇ Knowledge of State and federal laws applicable to payroll, human resources, and benefit administration.
- ◇ Knowledge of automated human resources management and automated financial management systems.
- ◇ Ability to read, apply, and explain rules, regulations, policies, and procedures.
- ◇ Ability to effectively communicate.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four (4) years of experience to include supervision; or other equivalent combination of education and experience.