

Job Description

Position Title: Manager, Payroll

Job Group: Human Resources

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Manager, Payroll directs, oversees, and manages the administration of all payroll-related operational functions of the College's complex multi-campus and multi-state biweekly payroll. Oversees payroll processing, compliance, technology, and payroll taxes. Applies College policies and procedures and internal controls for payroll operations.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans, directs, and oversees the processing and disbursement of the College's complex bi-weekly multi-campus and multi-state payroll.
2. Provides leadership for the payroll team. Sets objectives, prioritizes workload, and conducts performance evaluations. Makes hiring, termination, and disciplinary recommendations.
3. Develops and implements changes in departmental policies, procedures, and methods to ensure proper control, improvement, and efficiency of the College's payroll function.
4. Oversees and manages filing of federal and multi-state tax quarter and year-end tax reporting, filing, and reconciliation activities to appropriate taxing agencies. Prepares, processes, and prints W2 documents.
5. Manages compliance with statutory reporting and filing requirements to ensure compliance with laws and industry regulations. Researches, monitors, and evaluates future and pending legislation and determines impact to College policies and processes.
6. Coordinates activities and communicates with other departments on a wide variety of issues. Completes year-end and year-start processes with multiple areas. Acts as liaison with taxing authorities.
7. Liaises with auditors and manages payroll tax audits. Implements changes leading to best-practice operations.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices

2. Knowledge of business management and fiscal practices
3. Knowledge of human resources principles and practices
4. Knowledge and application of organizational and time management principles
5. Skill in effective communication (both written and oral)
6. Skill in independent decision making
7. Skill in people leadership and supervision
8. Skill in organization, coordination and management
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required
- Master's degree in related field preferred
- Three (3) to Five (5) years of related experience required.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.

- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Background Check Required