# Manager, Payroll

**FLSA Status:** Exempt
**Pay Grade:** 23
**Job Title ID:** 167500
**Job Series/Job Family:** Business Services Series / Payroll Family

## Reports To

Associate Vice President, Finance & Budget

## Job Purpose

To manage the District's payroll function, ensuring compliance with all ACC policies and procedures, and federal and state laws.

## Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

***Required***

1. Hires, supervises, trains, and evaluates payroll office staff.
2. Responsible for reconciliation of payroll related general ledger accounts.
3. Researches and recommends effective payroll procedures.
4. Prepares, reviews, and processes payroll: posts to all general ledger accounts.
5. Resolves payroll related problems and performs any necessary research.
6. Generates reports and prepares and approves payments for retirement funds, garnishments, benefit premiums, taxes, and other payroll liabilities.
7. Closes payroll records each quarter, and fiscal and calendar year overseeing preparation and submission of W-2, year end, and quarterly filings.
8. Develops and implements District payroll schedules and calendars.

## Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

***Required***

- Principles, best practices, and trends in Human Resources and payroll management.
- Current knowledge of applicable state and federal wage and hour laws.
- Supervisory principles, practices, and methods.

## Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

***Required***

- Maintaining an established work schedule, including occasional evenings and weekends..
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Leading and coordinating the activities of subordinate personnel.
- Time management, prioritizing, and multi-tasking.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

## Computer Skills

***Required***

- Demonstrated proficiency using standard office software applications and computer information systems.

## Physical Requirements

***Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

## Work Experience

***Required***

- Two years of payroll processing and accounting work experience, including one year supervisory work experience.

***Preferred***

- Five or more years payroll processing and accounting work experience and/or two years supervisory work experience in a higher education environment.

## Education

***Required***

- Bachelor's degree in accounting, finance, or business related field.

## Safety

***Required***

- Supervise safe operation of unit.  Facilitate safety inspections.  Take reasonable and prudent actions to eliminate identified hazards.  Ensure employees receive appropriate safety training and foster a workplace safety culture.