PAYROLL MANAGER

RESPONSIBILITIES
- Manages the payroll system for Midland College; responsible for the payroll for an employee base of 800+ employees
- Process payrolls on a semi-monthly and monthly basis and adjustments
- Establish/maintain employee records including entering and updating new employee records, updates to wage records, account numbers, title changes, etc.
- Process payroll updates for employee deductions including changes to W-4, direct deposit information, wage garnishments, etc.
- Produce and distribute transmittals for payroll; audit timesheets and transmittals before entering hours for payroll
- Prepare and send direct deposit and positive pay files to the bank for all payrolls
- Prepare, reconcile, and submit withholding payments for Medicare and federal withholding taxes for all payrolls
- Print checks and upload direct deposit vouchers to Payroll Advisor
- Post the payroll and work with accounting to make sure all accounts related to payroll are balanced
- Prepare and send monthly/quarterly reports for Labor Statistics, Jefferson, Comptroller, TRS/TRAQS, and TASB UC Quarterly Wage Report
- Reconcile, prepare, and submit 941-Employer’s Quarterly Federal Tax Return and Schedule B-Report of Tax Liability for Semiweekly Schedule Depositors
- Prepare and submit monthly payments including TexNet for TRS and payments for employee deductions/garnishments
- Prepare, reconcile and process W2’s according to current IRS regulations
- Reconcile, prepare reports and wire transfer funds for retirement contributions for each payroll
- Process CBM-008 Faculty Salary State Report for the Fall and Spring semesters
- Update and print all Personnel Status Forms and Memorandums of Appointment for the new fiscal year for all full-time employees
- Assist Director with salary surveys and other reports as requested; Prepare journal entries; Other duties as assigned

QUALIFICATIONS
Required:
- Associate degree in business area or applicable work experience in payroll or accounting
- Payroll experience with entire payroll process for large organization, minimum two years or closely related experience
- Computer literacy including proficiency in Microsoft Word and Excel
- Excellent communication and mathematical skills; strong time management skills and ability to meet deadlines
- Ability to maintain confidentiality; must be able to multi-task, strong problem analysis and problem resolution skills
- Must be a self-starter, detail oriented, and have strong organizational skills

Preferred:
- Bachelor degree strongly preferred; College work experience; Experience with POISE or other HRIS software

SALARY
$43,500 minimum starting salary. Salary is commensurate with educational qualifications and experience. Excellent fringe benefits. Review of applications will begin April 9, 2015. Position will remain open until filled.

APPLICATION
Interested candidates should send a resume, completed official application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to:
Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.