JOB DESCRIPTION

Manager of Payroll

Definition of Class
This is a supervisory position in which the incumbent is responsible for managing, supervising, and coordinating the activities of the payroll function within the Department of Human Resources. The incumbent makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Manages, supervises, and coordinates the payroll function within the Department of Human Resources.

Prepares federal quarterly tax reports and submits to the Internal Revenue Service.
Balances and submits w-2 tape to the Internal Revenue Service.
Submits State Income Tax annual tape to State Tax Commission (after balancing to w-2's).
Balances various fringe benefits programs and sends payments to various companies.
Prepares and makes State Retirement monthly deposits. Submits tape to PERS and ORP vendors.
Prepares and submits quarterly reports to Employment Security Commission.
Maintains various system tables required for the accurate processing of University payrolls; ensures that payroll earnings are taxed correctly and proper withholdings are taken; interprets regulations and ensures compliance with Federal and State regulations.
Coordinates the payroll changes required to implement new salary rates for budget-listed employees at the beginning of the fiscal year.
Coordinates production of various Employee Assignment Tapes for IHL Board in Jackson, MS, and insures that they are correct before submitting.
Supervises the entry into payroll system of University employees’ attendances & absences from work.
Initiates the running of SAP programming to calculate the University payroll, including distribution of employees’ remuneration statements, checks, and posting of the payrolls to the general ledger.
Performs various balancing activities to insure accuracy of each payroll. Determines payroll overpayments and coordinates the collection process. Configures earnings and deductions within the SAP payroll system.
Participates in the selection of assigned employees. Provides adequate training and supervision. Makes recommendations concerning performance evaluations, vacation schedules and related activities.
Reconciles various general ledger accounts.
 Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Manages and supervises the payroll function within the Department of Human Resources.
2. Prepares and submits forms and reports concerning state and federal taxes.
3. Balances and prepares the paperwork for various benefit programs.
4. Ensures payroll is calculated correctly following set regulations and policies.
5. Coordinates the activities necessary to process the semi-monthly and off-cycle payrolls.
6. Performance follow-up procedures necessary to complete each payroll cycle.
7. Configuration and maintenance of SAP payroll system.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.
   Vision: Requirements of this job include close vision.
   Speaking/Hearing: Ability to give and receive information through speaking and listening.
   Motor Coordination: While performing the duties of this job, the incumbent is regularly required to talk or hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is frequently required to sit. The incumbent is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms.

Experience/Educational Requirements:

Education:
Bachelor's Degree in Accounting or related field from an accredited four-year college or university.

AND

Experience:
Three (3) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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