



## Human Resource and Payroll Manager

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**Department:** Human Resources

**FLSA Status:** Exempt

**Grade/Level:** N/A

**Work Schedule:** M-F; 8:30 a.m. - 5:00 p.m.; 12 month.

**Job Status:** 1.0 FTE

**Reports To:** Director of Human Resources

**Amount of Travel Required:** Less than 5%

**Positions Supervised:** None

### **POSITION SUMMARY:**

Under limited direction, plans, directs, implements, prepares, and oversees human resource policies, programs, and activities such as compensation, payroll, benefits, and regulatory compliance. Interprets, monitors, updates, disseminates management policies or operating practices. Performs essential functions personally, through others, or in conjunction with designated personnel or outside vendors/experts.

### **ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

#### **Essential Functions Statement(s)**

Administers, prepares, and or generates semi-monthly payrolls and monthly payroll in accordance with college policy and federal and state law to include maintaining related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, and preparing special reports for management. Resolves questionable issues or transactions. Distributes payroll reports to appropriate personnel. Prepares and uploads retirement contribution file to TIAA- CREF. Develops, publishes and implements the yearly payroll schedules and calendars. Prepares quarterly 941s, transmits employee data to state, prepares Form W-2 annually. Reconciles G/L to W-2 information. Develops and or recommends action(s) for cost effectiveness and or improvement.

Recommends additions, deletions, or changes in benefit coverage through a collaborative effort involving the Benefits Committee, Senior Leadership Team, outside vendors, agents, and CARES. Interprets assigned plan documents. Administers annual benefit contracting/renewal with group and voluntary insurance. Administers retirement plan by determining eligibility, and conducting or requesting annual retirement contribution limitation and or discrimination testing or computations.

Compiles, prepares, distributes, and or analyzes assigned human resource and or other payroll related documents or reports to include: financial (retiree health benefits liability (FAS 106) calculation et al) and related audit documentation; retirement plan and related audit documentation; Forms 5500 and 990; and CARES medical and pharmaceutical plans. Recommends action(s) for cost effectiveness and or improvement.

Prepares, analyzes, compiles, and or distributes information relating to compensation systems and or processes and related matters to include: turnover calculation and cost, job content documentation, job description generation; analysis; exemption determination; benefit and or compensation surveys. Recommends action(s) for improvement.

Develops, recommends, implements, and monitors additions, deletions, or changes to human resource and or payroll procedures and or related documentation.

#### **Other Job Function Statement(s)**

Serves on various committees as assigned. Co-represents Austin College in health care consortium (CARES). Serves as audit liaison for human resources.

Reviews benefit additions, updates, or deletions for accuracy.

Other duties as assigned.

**POSITION QUALIFICATIONS:** (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

A bachelor's degree from an accredited institution is required. Five years' experience working as professional in management, accounting, and or human resources is required. (A bachelor's degree in accounting, finance, or human resources is desired. An MBA or master's degree in accounting or human resources or professional certifications in the accounting or human resources fields are highly desired and may substitute for up to two years' experience.)

**SKILLS** (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to create efficient and accurate: documents, records, files, reports, presentations, or communiqués;
- communicate effectively using a variety of styles and techniques appropriate to the audience.

**ABILITIES** (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- work evenings and weekends;
- attend workshops, meetings, or conferences in or out of town;
- work independently with little supervision;
- interpret complex or ambiguous policies, rules, laws, or regulations;
- analyze and solve basic to advanced level problems;
- organize work or assigned projects;
- balance multiple projects and unstructured tasks within deadlines;

- work effectively under pressure while maintaining a professional demeanor;
- work effectively with all levels of employees and or third parties;
- maintain confidentiality regarding sensitive matters;
- recognize change in laws, rules, and/or regulations that could impact college, division, or departmental operations;
- acquire and apply new knowledge through personal development, research, on the job experience, training or education;
- model high standards of honesty, integrity, trust, and ethical behavior.

**LICENSE or CERTIFICATION** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) **Highly desired.**

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to perform the essential functions of the job and are formally reviewed during the annual performance evaluation process.)

- Independence of Action/Initiative – Exercises good judgment in problem solving and decision making;
- Service Orientation – Exhibits a 'customer friendly' demeanor with internal and external customers;
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives;
- Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions;
- Teamwork – Works effectively with other employees. Offers help when needed.

**PHYSICAL REQUIREMENTS:**

The following represent the physical requirements of the essential job functions. Finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties.

**WORK ENVIRONMENT:**

Typical environment is an office setting with moderate noise. May occasionally work in other locations on campus to include outdoors.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_

