NEW MEXICO HIGHLANDS UNIVERSITY
JOB DESCRIPTION

Position: Payroll Accountant (I)          Salary Grade: 14
Department: Human Resources              Job Type: Full-Time/12 months
Reports to: Payroll Manager              FLSA: Exempt

SUMMARY: Under the direct supervision of the Payroll Manager, the Payroll Accountant will perform a wide variety of payroll activities.

DUTIES AND RESPONSIBILITIES:
- Assist with the preparation/processing of the university’s biweekly payroll
- Assist with the reconciliation of payroll liability accounts
- Assist in the collection, review, and input of all payroll related transactions
- Process involuntary wage assignments
- Reconcile payroll reports to invoices and submit payments to transfer payroll deductions and/or employer benefits to appropriate carriers
- Prepare Social Security Administration and other payroll verifications
- Enter, audit, and correct timesheets for compliance of established standards
- Answer questions and run reports for employees on related payroll issues
- Assist with audit related duties at fiscal year-end
- Assist with annual census and health cost studies surveys
- Process journal entries and salary redistributions as needed
- Assist with preparation of annual tax forms
- Process biweekly, monthly and quarterly federal and state tax reports
- Process paper documents utilizing the imaging and electronic document management system
- Participate in implementation and testing of administrative software upgrades and implementation
- Maintain regular attendance
- Performs other job-related duties as assigned

MINIMUM JOB REQUIREMENTS:
- **EDUCATION:** Bachelor’s Degree in Business or a related field with successful completion of at least fifteen (15) hours of University level accounting. Three (3) of the fifteen (15) hours must include Intermediate accounting.
- **EXPERIENCE:** None.
  - **PREFERENCE:** Experience working with Ellucian Banner.

SPECIAL REQUIREMENTS:
- Must be willing to work evenings, weekends and holidays as required.

KNOWLEDGE, SKILLS, & ABILITIES:
- Above average skill in the use of Microsoft Office programs (Word, Excel, Access and Outlook).
- Ability to maintain confidential information and inquiries with discretion.
- Ability to establish and maintain effective professional working relationships with faculty students and staff.
- Knowledge of modern accounting applications.
- Knowledge of generally accepted accounting principles and governmental accounting standards
• Ability to communicate effectively, both orally and in writing.
• Ability to research and analyze data and reports.
• Ability to analyze and solve problems
• Knowledge of payroll procedures and practices.
• Knowledge of federal and state laws affecting payroll practices.
• Ability to understand and follow specific instructions and procedures.
• Ability to respond to rigid schedules and deadlines.

PHYSICAL DEMANDS:
• Repetitive hand motions and prolonged use of computer.
• Maintain emotional control under stress.
• Must occasionally lift and/or move up to forty (40) pounds.
• Sitting for extended periods of time.
• Kneel, bend, reach and stoop.

WORK ENVIRONMENT:
• Work is performed in a typical interior/office work environment.
• Work with frequent interruptions.