NEW MEXICO HIGHLANDS UNIVERSITY
PUBLIC VACANCY NOTICE

Posting Date: February 24, 2016
Deadline: Open Until Filled

Position: Assistant Payroll Manager
Salary Grade: 15

Department: Department of Human Resources & Payroll
Minimum Salary: $45,582

Job Type: Regular/Full Time
FLSA: Exempt

Reports To: Payroll Manager

SUMMARY: This position is responsible for assisting the Payroll Manager in the payroll administration of NMHU. This position requires an extremely detail-oriented person with knowledge of payroll, including state and federal regulations.

DUTIES & RESPONSIBILITIES:
• Assist with the university’s payroll processing;
• Process all documents related to payroll such as contracts, voluntary payroll deductions, W-4 forms, direct deposits, etc.;
• Process involuntary wage assignments;
• Enter, audit, and correct timesheets for compliance of established standards;
• Assist in the preparation of biweekly, monthly and quarterly reports;
• Reconcile and submit employer and employee contributions/deductions to appropriate agencies/carriers on a biweekly and monthly basis;
• Prepare employment and wage verifications as needed;
• Assist with the reconciliation of payroll liability accounts; initialize journal entries as needed;
• Assist in preparing, processing and reconciling W-2 information;
• Assist in the preparation of all state and federal payroll-related reports and deposit all payroll taxes;
• Assist with fiscal audits;
• Extract and analyze information for surveys;
• Answer payroll questions and prepare reports for employees, agencies and carriers on related payroll issues;
• Keep current on tax related issues and update HRIS system to comply with federal and state regulations;
• Participate in implementation and testing of administrative software upgrades; assist in maintaining validation and rule tables;
• Maintain employee confidence and protect payroll operations by keeping information confidential;
• Complete payroll processing in the absence of the manager;
• Maintain regular attendance;
• Perform other related job duties as assigned.

MINIMUM QUALIFICATIONS:
• Education: Bachelor’s Degree in Business or related field.
• Experience: Two years of computerized payroll experience.

Preferred Qualifications:
• Payroll experience in an institution of higher education.
• Experience working with Ellucian Banner Administrative Software.
SPECIAL REQUIREMENTS:
- Must be willing to work evenings, weekends, holidays, and odd hours as required.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Knowledge of state and federal wage, tax laws and overtime requirements;
- Demonstrated uncompromising level of integrity and code of ethics;
- Ability to maintain a high degree of confidentiality;
- Effective interpersonal, verbal and written communication skills;
- Ability to respond professionally to difficult and demanding customer service issues;
- Above average skill in the use of Microsoft Office programs;
- Ability to provide excellent customer service;
- Knowledge of payroll procedures and practices;
- Ability to understand and follow specific instructions and procedures;
- Ability to maintain effective professional working relationships;
- Ability to problem solve by looking for and addressing the root cause of problems;
- Ability to perform under pressure and respond to rigid schedules and meet deadlines;
- Ability to work independently.

PHYSICAL DEMANDS:
- Repetitive hand motions and prolonged use of computer;
- Maintain emotional control under stress;
- Must occasionally lift and/or move up to twenty (20) pounds;
- Sitting for extended periods of time.

WORK ENVIRONMENT:
- Work is performed in a typical interior/office work environment;
- Frequently work in a fast-paced environment with frequent interruptions;
- Work regularly requires more than 40 hours per week to include weekends and holidays.

APPLICATION PROCEDURE: Interested applicants must submit 1) a letter of interest, 2) resume, 3) copies of unofficial transcripts, 4) university employment application, and 5) names, addresses, and phone numbers of three professional references.

References will be contacted in conjunction with on-campus interview. Official transcripts should be requested upon invitation to an on-campus interview. Submit application materials to:

New Mexico Highlands University
Human Resources Department
Assistant Payroll Manager Search
Box 9000
Las Vegas, NM 87701

Application materials may be sent via email to: jobs@nmhu.edu

For disabled access or services, call 505-454-3242 or email hr@nmhu.edu

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