JOB DESCRIPTION

TITLE: Payroll Manager

SUPERVISOR: Vice President of Finance & Administrative Services

JOB OBJECTIVE: Directs daily functions of the Payroll Office

ESSENTIAL JOB FUNCTIONS:

A. Manages the Payroll Department including direct supervision of the Account Clerk II and Account Clerk III
B. Plans and assigns work to employees engaged in the accumulation of payroll information and the preparation of documents
C. Balances and verifies accuracy of payroll register(s) from which semi-monthly payroll checks are produced
D. Responsible for maintenance of the Human Resource System
E. Researches problems and provides solutions in relation to HRS
F. Works as liaison between the end users and Computer Services as it pertains to HRS
G. Interprets policies and procedures in guiding own practices and those of others
H. Balances W-2 information at year-end to payroll registers and prepare any related reporting requirement
I. Communicates with personnel at all levels, interacting with faculty and staff to obtain or provide information
J. Works closely with Human Resources Department
K. Oversees/prepare all reports pertaining to payroll
L. Performs other work as assigned.

MINIMUM JOB STANDARDS:

Associate’s degree or four years’ equivalent experience in all aspects of the preparation and management of payroll

JOB LOCATION: The primary location is on the college’s main campus. Occasional travel throughout the service area may be required.

EQUIPMENT: Equipment as required to accomplish essential job functions, including general office equipment

CRITICAL SKILLS/EXPERTISE:

- Effective oral and written communication skills
- Excellent organizational skills
- Effective problem-solving/decision-making skills
- Ability to establish and maintain effective professional relationships with a diverse group of individuals, both internal and external
- Ability to effectively prioritize tasks and meet deadlines

NON-ESSENTIAL FUNCTIONS: None

SALARY:

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer