



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/prepares 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