



<b>Position Title:</b>	Director, Payroll Services & Benefits Accounting	
<b>Reports To:</b>	Comptroller/Treasurer	
<b>Department:</b>	Business Affairs	<b>Job Code:</b> 0128-00E
<b>Prepared By/Date:</b>	Jennifer C. Brito/06-04-2009	<b>Job Group:</b> PEC
<b>Approved By/Date:</b>	E.H. Levering/06-04-2009	<b>Salary Grade:</b> 16
<b>Revised:</b>		<b>FLSA Status:</b> Exempt

**Summary:**

Responsible for planning, organizing and directing the preparation and process function of wage and salary payments to employees.

**Essential Duties and Responsibilities:**

- Oversees the processing and timely submission of employee salary deductions to the proper College account or outside agency.
- Acts as a liaison with both the systems development and maintenance programmer staffs when computer assistance is required for the Payroll Department.
- Provides information to College supervisors and employees to resolve specific problems relating to payroll issues.
- Hires, supervises and evaluates a staff of technical and clerical employees.
- Performs related duties as required or deemed appropriate to accomplish the assigned responsibilities and function of this office.

**Knowledge, Skills and Abilities:**

- Knowledge of applicable Local, State and Federal laws, and regulations.
- Knowledge of Microsoft office software and specific computer programs related to area of responsibility.
- Excellent organizational and communication skills (both verbal and written).
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic and multi-cultural environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s Degree with major courses in accounting and business management or related fields. Seven (7) years experience in payroll or accounting and three (3) years of which shall have been in a supervisory position.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name