

Job Description Payroll Manager

Job Title:
Payroll Manager

Job Status: (Exempt/Non-Exempt)
Exempt

Reports To:
Director of Human Resources

Full-Time Equivalent:
12-Month/Salary

Those Positions Reporting to This Position:
Payroll Systems Analyst

Job Summary: The Payroll Director will oversee and supervise the organization's payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations. This position will provide leadership and administration of the University's Wage Program.

Duties and Responsibilities:

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.

Duties/Responsibilities:

- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends updates to payroll processing software, systems, and procedures.
- Performs other duties as assigned.
- Review payroll reports submitted.
- Ensures accurate and complete reconciliation of payroll deductions.
- Ensures accurate and complete reconciliation of third-party payments.
- Ensures timely third-party payments.
- Completes wage verifications.
- Ensures any upgrades are implemented properly and tested.
- Performs other duties as assigned.

Required Skills/Abilities:

- Extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes.

- Understanding and ability to apply payroll tax laws.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Proficient with Microsoft Office Suite or related software.

Principal Contacts: Employees and students on campus, extensive contact with Langston University IT personnel, OSU/CIS, State agencies.

Competency/Position Requirements:

Timeliness on payroll deadlines, computer software knowledge (Microsoft Office Suite), ability to take decisive action, accepting responsibility, demonstrating excellent communication skills, ability to multi-task.

Required Education and/or Experience:

Bachelor's degree in Accounting, Business Administration, or related field required.

Minimum 3 years of experience in payroll production.

Minimum 2 years of supervisory experience.