

ADAMS STATE UNIVERSITY
ACCOUNTING OFFICE
Position Description
Payroll Manager
Position #A2C006

Located in Alamosa, Adams State University is a state-supported institution in the San Luis Valley of south-central Colorado, approximately 3½ hours south of Denver, CO, and 2½ hours north of Santa Fe, NM. The university is designated as a Hispanic Serving Institution and as a regional education provider.

Position Description:

This is a twelve-month exempt, at-will, full-time position with the primary responsibilities of managing the payroll function at Adams State University. This individual will work collaboratively with the Accounting, Human Resources, Financial Aid departments and other Adams State University staff. This individual will report to the University Controller.

The following are major job responsibilities:

- Prepare and ensure the accuracy and timeliness of the University's monthly, mid-month and other payrolls.
- Update payroll records by reviewing and approving changes in exemptions, insurance coverage, deductions, and job titles, and department/ division transfers.
- Pay employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
- Prepare reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Maintain the University's payroll accounting sub-system including testing and implementation of upgrades.
- Timely transmit payroll information to Federal, State and other external organizations.
- Ensure all payroll related liabilities are reconciled with Banner accounting system records and paid in accordance with Federal, State and University timelines.
- Prepare quarterly IRS 941 report and all necessary Federal and state withholding reports.
- Respond to campus inquiries regarding payroll processing, trouble-shooting potential errors and implementing the appropriate changes to ensure payroll is properly processed and recorded in the accounting system.
- Prepare appropriate responses to requests for payroll related information received from internal and external parties, including information required by external auditors.
- Maintain professional and technical knowledge by attending educational workshops and reviewing professional publications.
- Maintain employee confidence and protect payroll operations by keeping information confidential.

Qualifications:

- A minimum of three years progressively responsible experience in accounting duties.
- Strong organization, time-management, and multi-tasking skills.
- Excellent customer service, communication, professionalism, interpersonal, and follow-up skills.
- Experience working under pressure, handling conflicts, making decisions, and problem solving.
- Demonstrated ability to maintain strict confidentiality.
- Ability to prepare spreadsheets with accuracy and correct formulas and formatting.
- Capacity to work effectively with Adams State University academic and administrative departments.
- Ability to perform job duties accurately with attention to detail.
- Experience in meeting deadlines in a busy environment.
- Technology proficient in Microsoft Excel and Word.
- Ability to work effectively as a team member and to work on projects independently.
- Ability to perform position description.

Preferred Qualifications:

- Bachelor's degree from a regionally accredited institution in related field.
- Higher education experience.
- Technology proficient in Banner Finance and/or Human Resources system.

Salary and Benefits:

\$45,000-\$49,000 based on education and experience. Adams State University offers a competitive benefits program.

Applications:

Completed applications must include the following:

- Letter of application, describing interest in and qualifications for the position.
- CURRENT resume/vitae.
- Names and contact information (addresses, telephone numbers, e-mail addresses) of three (3) professional references who can address your qualifications for this position.
- Unofficial transcripts from all institutions of higher education attended, official transcripts required upon hiring.

Send applications to:

Judy Philips, Search Chair
Adams State University
208 Edgemont Boulevard, Suite 3000
Alamosa, CO 81101
Email: jlphilli@adams.edu
Telephone: 719-587-7671
Facsimile: 719-587-7974

Adams State University performs background checks as a condition of employment for prospective employees and current employees seeking certain promotional opportunities. Offers of employment are contingent upon completion of an acceptable background check. Applicants will be asked to provide personal data and sign a release form before the background check is conducted. Applicants who fail to provide the data and consent form will not be considered for employment or promotion. Background checks include review of criminal records and sex offender registry background. Credit and driving record background may apply to certain positions.

The selected candidate is subject to a post-employment background check conducted by the Colorado Department of Corrections.

Review of completed applications will begin 11/3/2015 and continue until the position is filled.

An Affirmative Action/Equal Opportunity Employer

Adams State University is particularly interested in applications from women and minorities.

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Full descriptions of all positions are available from the contact person listed. Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability, and, as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation including transgender status and gender expression, marital status, and parental status.