BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Payroll Manager

DEPARTMENT: Finance

FUNCTION: Manages activities of the centralized payroll department in carrying out the responsibility for payroll preparation/processing, tax reporting and payroll system maintenance, ensuring that all processes are executed appropriately and in a timely manner. Ensures adherence to all government tax codes and regulations, employment contracts and generally accepted accounting principles.

REPORTS TO: Executive Director of Finance

SUPERVISES: Senior Financial Analyst, Senior Payroll Generalist, and Senior Payroll Assistant

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supervises Payroll Team by setting clear expectations, responsibilities, and deliverables for all staff to measure success; reviews and evaluates performance of payroll staff, provides ongoing guidance and coaching, training and development to staff.
2. Completes operational requirements by recommending payroll policies, creating and maintaining office procedures, prioritizing team activities, scheduling and assigning employees, monitoring status, reviewing and following up on work results, resolving work problems, approving leave, authorizing overtime as appropriate.
3. Manages and directs Payroll Team in completion of all payroll processing and production related activities and ensures compliance with all applicable federal, state and local regulations and college employment and labor agreements.
4. Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments. Monitors reconciliation of control totals to system files to validate payrolls. Balances the payroll accounts by resolving payroll discrepancies. Approves calculation of and remittance of employee and employer payroll taxes. Completes all required funds requests, journal entries, postings.
5. Manages all monthly, quarterly, fiscal and annual year-end payroll and tax processes. Manages all remittances to ensure compliance with various regulatory bodies and vendors.
6. Maintains payroll information by designing and implementing effective payroll processes, and directing the collection, calculation, and entry of data.
7. Develops and applies standard metrics for improving performance and efficiency, including implementation of best practices. Periodically reviews process efficiency within the team and works closely with management to ensure efficiency of the payroll function.

8. Partners with HR and benefits in aligning, implementing and maintaining an integrated human resources, payroll and benefits system. Coordinates with HR in matters regarding staff appointments, terminations, remuneration, conditions of service and other relevant issues.

9. Assists with development of new or revised cross-departmental integrated processes and tests of system upgrades and patches developed by software vendor or internally as needed.

10. Oversees design and implementation for payroll related projects; demonstrates strong project management skills.

11. Manages regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.). Supports internal reporting requirements relative to payroll data.

12. Manages audits and requests from government agencies and insurance providers related to payroll, workers comp, insurance, retirement, unemployment or other payroll-related requests.

13. Complies with federal, state, and local legal requirements by studying existing and new legislation, enforcing adherence to requirements, advising management on needed actions.

14. Communicates actively with HR, Finance, Information Technology and other college departments as needed to review cross-departmental impacts of changes and to achieve department and College goals and objectives. Manages customer service to stakeholders.

15. Maintains responsibility for departmental budget and administration, and participating in division planning. Tracks expenditures versus budget throughout fiscal year.


17. Compiles, computes and analyzes wage and benefit information for College budgets and collective bargaining units. Works with data to prepare College budget projections.

18. Oversees processing of all documents necessary for various benefits programs and maintenance of required records for compliance with PERS, COBRA, and other applicable regulations.

19. Contributes to team effort by accomplishing related results as needed.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Skills and Abilities:** Demonstrates understanding of the community college mission and practices an open door policy. CPP designation preferred (Certified Payroll Professional). Has expert level proficiency in the use of the Microsoft Office suite. Must be a working manager and self-starter, able to manage multiple deadlines in a fast paced environment with minimal supervision. Must have skills and experience to develop payroll staff, policies, and institute industry best practices.
Exhibits strong skills in:
- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Bachelor’s Degree in finance, business or related field required; Master’s Degree in Business Management or related field preferred.

**Experience:**
- Five or more years of payroll experience with good knowledge of associated controls, procedures and payroll best practices and increasing responsibilities, including demonstrated payroll management experience.
- Comprehensive and working knowledge of integrated human resources/payroll systems (Colleague preferred), particularly with end-to-end payroll functions preferred.
- Experience in performance appraisals and feedback, training and mentoring payroll staff, supporting employees.
- Experience in working with union and non-union environments.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: ___________________________ Date: ____________
Name/Title

Approved by: ___________________________ Date: ____________
Name/Title

Reviewed by: ___________________________ Date: ____________
Human Resources

Board Approval: ___________________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE