

# JOB DESCRIPTION



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**Position Title:** Payroll/Benefits Manager

**Department:** Employee Services

**Employment Category:** Exempt

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Exempt

**Remote eligible:** No

**Parameters:** Full-Time; 12 Months/Year

**Pay Grade:** EX13

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**Position Summary:** The Payroll/Benefits Manager is responsible for managing the college's payroll and employee benefits program effectively, while adhering to college policy and applicable federal and state laws and regulations.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Oversees the college's payroll systems and processes, including the HRIS system setup and testing, data entry, compliance with federal and state guidelines, and reporting, interfacing with Technology Services staff as needed, and serving as a resource to the employee services team to ensure a cohesive approach to payroll/benefits management

Maintains a payroll database that reflects current and accurate information; verifies and inputs data changes; completes quarterly and annual reporting requirements in a timely fashion

Manages the college's employee benefits program, including retirement, insurance, optional retirement, disability insurance, workers' compensation and other benefits as necessary; maintaining accurate employee records, files and payroll deductions; advises administration on changes relating to compliance with federal, state, and college laws, regulations, and policies.

Manages new employee and open enrollment proactively; provides comprehensive information related to benefits options, conducts periodic benefits information sessions

Serves as primary point of contact for benefits vendors, reconciling vendor billings and reports for all benefits and deductions; ensures payments are processed in a timely manner, provides report metrics for periodic and annual reporting

Manages retiree benefits programs; advises retiree of programs offered; conducts periodic communications to update on premium rates; reconciles billing and payment records with vendors as required

Manages workers' compensation incident reporting; serves as liaison for reporting employee updates for open claims to workers' compensation insurance carrier; works with college staff regarding incident investigations as required

Ensures compliance with the Family Medical Leave Act (FMLA); processes employee FMLA requests, monitors leave usage related to FMLA; works with supervisors and employees to

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understand laws and regulations, calculates leave eligibility for FMLA, leave donations, and short-term disability

Serves as the college wellness coordinator, actively promoting wellness activities and events; contributes to the design of the wellness program; provides information and responds to inquiries; creates and distributes employee wellness program communications

Performs other duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree in human resources, finance, business administration, or related field, from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Three years' related experience, preferably in a higher education or public entity setting

Preference may be given to Certified Employee Benefits Specialist or Certified Benefits Professional or Certified Payroll Professional

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered*

## **Knowledge, Skills and Abilities:**

Knowledge of or ability to learn, and follow college policies and procedures

Knowledge of employment laws, regulations, and practices, specifically as they relate to payroll and employee benefits programs

High level of personal integrity and ability to manage sensitive issues while maintaining confidentiality

Effective listener and communicator, verbally and in writing

Ability to deliver effective public presentations

Knowledge of self-funded insurance plans and trusts preferred

Working knowledge of integrated administrative systems, preferably Banner

Working knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Excel experience with pivot tables preferred

Outstanding organizational skills

Must be accountable, reliable, and able to perform duties and resolve problems in a discreet manner with a high level of accuracy and exceptional customer service

Ability to work independently, under deadline pressures, to prioritize, follow multiple projects and tasks through to completion, with close attention to detail while contributing to team environment

Skill in compiling and analyzing data, preparing reports, reconciliation of insurance billings and payroll reports

Skill interpreting and applying complex regulations, federal and state laws, and college policies

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**Work Environment:** Employee works primarily under limited supervision in an office or classroom setting with appropriate climate controls. Early morning, evening, and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Vice President for Administration

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.