**COMMUNITY COLLEGE OF PHILADELPHIA**

**POSITION TITLE:** Manager, Payroll

**GENERAL DESCRIPTION:** The Manager, Payroll is responsible for the College’s payroll functions and manages the daily operations of the payroll office including staff supervision and development. This position will coordinate, direct and control payroll preparation, processing and distribution to ensure faculty, staff and students are paid accurately, on-time, in compliance with all regulatory requirements and in accordance with College policies and procedures. Requires specific knowledge of a wide range of concepts, including generally accepted accounting principles (GAAP), government accounting standards (GAS), federal, state, and local income tax laws and regulations and local tax payments.

**SPECIFIC RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)**

* Manage weekly payroll process, which includes managing and guiding payroll staff in completing weekly payrolls.
* Responsible for weekly production of payroll related activities, including but not limited to: checks, direct deposit transmission and control reports.
* Process payroll tax payments on a weekly basis to federal, state, and local, agencies. Audit and review all College tax filings through payroll vendor processor.
* Oversee payroll controls, which include monitoring for check fraud, stop payments, and stale dated checks, among others.
* Planning/Forecasting, which includes; anticipating payroll production needs; creating the payroll calendar within Banner for each pay group (1R, 2R, 3R, 5R); plan staff and resource needs to meet payroll production deadlines;
* Responsible for yearly, quarterly, special and developmental projects; oversee creation of W-2’s, mailing to employees, audit and approve W-2 file for submission to government agencies; fiscal year end requirements; submit for yearly outside audit
* Create reports for auditors, account for and book all payroll related accruals for salary, taxes, and employer benefits; provide controller with various salary and accrual documentation; Audit GL accounts and make required journal entries.
* Researches, analyzes and interprets applicable laws, regulations and collective bargaining agreements relative to payroll processing.
* Analyze payroll trends and opportunities for efficiency improvements.
* Investigates and resolves complex problems requiring in-depth knowledge of payroll processing, collective bargaining agreements and College policy.
* Reconcile payroll withholding accounts in Banner Payroll module to the amounts in the financial general ledger module.
* Provide ad hoc and special reports to supervisor and senior management.
* Provide direction, guidance, supervision, training, and development to payroll staff.
* Responsible for monitoring all functional aspects of the Banner payroll system.
* Lead implementation of time and attendance system and periodic system enhancements and provide training.
* Submit quarterly 941 reports and reconcile to weekly payroll registers.
* Process quarterly reimbursements to Better Unemployment Compensation System (BUCS) and perform quarterly reconciliations.
* Develop and maintain collaborative working relationships with Human Resources, ITS, and all other administrative and academic offices throughout the College.
* Monitor CCH payroll management guide, current news and HRS email notifications for current issues that require tax changes for the College.
* Oversee monthly and annual analysis on imputed tax for life Insurance premiums and domestic partner health benefits.
* Organize, control and perform all calendar and fiscal year-end payroll reporting requirements including but not limited to W-2.
* Responsible for all salary and fringe benefit accruals as well as all related payroll and benefit foot note disclosures as part of the College’s year end closing process.
* Deliver quality customer services to both internal and external constituents in a professional helpful and courteous manner.
* Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s degree in Accounting, Finance or related business field required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
* Five (5) years of related payroll experience required.
* Experience utilizing an enterprise-wide information system required.
* Good time management skills and the ability to meet tight deadlines required.
* Demonstrated proficiency in organizing data, maintaining files, and preparing reports is required.
* Detail-oriented with excellent communications skills, both verbal and written, to effectively interact with people of diverse backgrounds required.
* Ability to work independently and take initiative required.
* Ability to create and implement systems, procedures and processes required.
* Exceptional organizational, problem-solving and planning skills required.
* Ability to collaborate well with others required.
* Demonstrated customer service orientation with a leadership mindset required.
* Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.

**PREFERRED QUALIFICATIONS:**

* Previous experience in a supervisory or leadership capacity preferred
* Previous experience using a time and attendance system preferred.

Apply to: <http://jobs.ccp.edu/postings/3768>

Contact Information: Terry Naana, Coordinator Talent Acquisition (215) 972-6328

Community College of Philadelphia is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.