



Title: Payroll Officer

Campus: Uvalde

Job ID: 242509701001

Closing Date: Until Filled

Job Summary: Balance payroll subsidiary ledger to general ledger. Prepares, verifies, codes, and inputs salaries and deductions for all payrolls and payroll related deductions. Updates biographical files. Manages the processing of all payroll. Prepares manual/electronic monthly, quarterly, and annual payroll and payroll related reports, including federal and state tax (i.e., 941, ORP, EPAS, TRS/TSA, and W2). Maintains all payroll related documentation/forms. Updates employee insurance and balances to internal payroll system. Assist employees with payroll inquiries/completion of forms. Responsible for vesting letters and all other payroll correspondence. Terminates FT/PT staff in system software and required reporting. Assists with special assignments during registration and audit. Perform all other functions as assigned by Supervisor. Work rules, code of conduct and other policies are part of the essential functions of the job.

Classification: Full-time, Exempt

Department: Human Resources

Salary: Professional Group II. Commensurate with education and experience.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's degree preferred or equivalent training and experience. The formal education equivalent of a high school diploma with coursework in business education or a related field; plus two or more years of experience in payroll processing.

Experience & Training: Working knowledge of Colleague software, accounting, word processing, database, excel and spreadsheet preferred. Knowledge of payroll policies and processes. Ability to perform accurate mathematical computations. Knowledge of Federal and State payroll laws and regulations. Excellent written and verbal communication skills. Security-sensitive position.

Additional Qualification Requirements: Familiarity with electronic funds transfer. Must be self-directed, well organized, task-oriented, and flexible, with the ability to work independently and in a group environment. Ability to manage high volume of work necessary. Demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent interpersonal, organizational, and problem-solving skills and the ability to communicate effectively orally, in writing and in public presentation settings. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTX insurers. Travel required to other locations served by the college.

SUBMIT APPLICATION TO:

Terrie Dube, Human Resources Director, Southwest Texas College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. Submit the following required documents: (1. Letter of intent, (2. SWTX Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTX.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, including gender, gender identity, pregnancy and sexual orientation, age, disability or genetic information, and veteran status. **An Affirmative Action/Equal Opportunity Institution**