

Job Description

Position Title: Analyst 1, Payroll

Job Family: Human Resources

Job Type: Professional - Entry

FLSA Status: Exempt

Salary Grade: 04

Position Summary:

The Payroll Analyst 1 serves as a lead role on the collaborative team responsible for the administration of the College's complex, multi-state, biweekly payroll. This position manages and performing payroll processing, reporting, compliance, financial reconciliation, information systems maintenance, and filing multi-state and federal payroll taxes. This position monitors payroll operations and actively participating in quality control and process improvement efforts.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Manages and monitors the processing and disbursement of the College's complex bi-weekly, multi-worksite and multi-state payroll.
2. Ensures the maintenance of a high level of efficient and consistent payroll services across the College's campuses, remote service locations, off-site and out-of-state workforce, and district offices.
3. Files federal and multi-state payroll taxes including quarterly and year-end tax reporting, and reconciliation activities to appropriate taxing agencies.
4. Prepares quarterly and annual financial reports to funding agencies. Monitors, analyzes, and reconciles internal and external information; investigate and resolve discrepancies. Prepare complex summary reports and make recommendations for administrative review.
5. Ensures compliance with statutory reporting and filing requirements. Research, monitor, and evaluate future and pending legislation that may impact College policies and processes.
6. Performs complex financial analysis and reporting as directed.
7. Participates in internal and external audits including preparing responses to inquiries from the Arizona Auditor's General Office. Responds to questions from regulatory agencies including the IRS, Social Security Administration, State of Arizona, and the Department of Economic Security.
8. Coordinates activities and communicates with other departments on a wide variety of issues. Completes year-end and year-start processes with multiple areas.
9. Participates in the development and implementation of changes in departmental policies, procedures, and processes to ensure proper control, improvement, and efficiency of the College's payroll function.
10. Leads effective customer service efforts to communicate complex information to internal and external stakeholders regarding payroll systems, processes and other issues;
11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of human resources principles and practices
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in public speaking
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field of study required.
 - One (1) year of related experience in Human Resources, Payroll, Finance, or Business Information Systems required
 - One (1) year to three (3) years of progressive and combined experience in human resources, payroll, finance, or business information systems preferred.
 - Prior ERP systems experience
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License.