

Director of Payroll

Position Information

Job Posting Number	S00835
Position Title	Director of Payroll
Department	Payroll-1028
Job Category	Staff Posting
Position Type	Full-Time
Position Details	<p>Reporting to the Associate Controller, the Director of Payroll ensures the accurate and efficient processing and reporting of payroll for approximately 1,100 University employees and 1,500 student employees. The position oversees payroll operations for semi-monthly, monthly, and weekly payrolls in accordance with university policy, union contracts, and other applicable laws and regulations. Responsibilities include, but are not limited to:</p> <p>PAYROLL PROCESSING AND SYSTEM WORK Ensures accurate and timely processing of payroll in compliance with university policy, union contracts, and all applicable federal and state laws. Designs, documents and maintains appropriate payroll processes and internal controls to ensure accurate and prompt processing and distribution of payroll and related payroll deductions. Designs, documents and maintains appropriate processes and internal controls to ensure payroll transactions are appropriately reflected on the general ledger. Ensures payroll-related accounts are balanced by resolving payroll discrepancies. Maintains and develop payroll information tables withing ERP and timekeeping systems to ensure accuracy. Coordinates with Information Technology Services (ITS) to maintain the security and integrity of payroll data. Works with departments and individuals to resolve payroll issues.</p> <p>ANALYSIS AND REPORTING DUTIES Performs tax research and analysis of tax laws and regulations regarding payroll and compensation taxes. Oversees quarterly and year-end tax filing processes. Collaborate with HR and other partners on the preparation of reports and forecasts. Prepare and submit documents required for federal and state reporting. Manage the maintenance of accurate payroll records according to document retention regulations.</p> <p>LEADERSHIP AND SUPERVISION Determine staffing levels, skill sets, and priorities for the Payroll Department. Provide feedback to staff and ensure professional development opportunities related to job responsibilities. Ensures accuracy of information on the payroll website and participates in employee information/orientation sessions as they relate to payroll. Prepares payroll related communication to the campus community as needed. Complies with federal, state, and local legal requirements by studying existing and new legislation, enforcing adherence to requirements and advising management on needed actions. Remain current on University policies related to payroll and on related union contract provisions. Communicates appropriately with customers regarding payroll compliance and best practices. Maintain proactive communication with HR on payroll issues that cross over to union and non-union staff; Ensure that training is provided to end users regarding use of the payroll system.</p>
Minimum Qualifications	<p>Bachelor's degree in accounting, business or a related field with a minimum of 7 years of experience leading the payroll function in a large organization or an equivalent combination of education, training and experience. Demonstrated success supervising payroll staff. Expertise managing complex employee pay, payroll processes, and technical issues. Extensive knowledge of international, federal, state and local tax regulations, and demonstrated experience developing and implementing payroll processes in compliance with payroll standards, legal compliance and best practices. Experience managing system interfaces and account reconciliations. Experience successfully completing audits from the federal and state level. Demonstrated commitment to working within a diverse environment and interacting collegially with individuals of different backgrounds. Demonstrated experience in successfully partnering with multiple stakeholder groups from diverse backgrounds and building consensus. Strong business acumen with an understanding of the connection between mission and operational and fiscal drivers. Ability to navigate sensitive and highly confidential situations involving payroll. Excellent attention to detail, analytical skills and communication skills.</p>
Preferred Qualifications	<p>Master's degree PeopleSoft, ADP, and Workforce Time systems experience Experience administering pay provisions of union contracts Certified Payroll Professional certification Payroll experience in a higher education setting</p>
Management Competencies	<p>Command skills, Direct others, Manage and measure work, Managerial courage, Meeting management, Motivate others, Staff development</p>

Competencies	Functional/technical skills, Integrity and trust, Intellectual horsepower, Presentation skills, Respects diversity, Teamwork/collaboration, Written communications
Special Instructions to Applicants	Application close date is March 28, 2021
Additional Information	Any and all offers to external applicants are contingent on the candidate's completion of a pre-employment background check screening to the satisfaction of Wesleyan University
Quick Link	https://careers.wesleyan.edu/postings/7591

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please tell us how you specifically heard about this position? (e.g CareerBuilder, LinkedIn, Higher Ed, InsideHigher Ed, CT.Jobs etc.)
(Open Ended Question)
2. * Please describe a situation where you were faced with a complex Payroll challenge and include details on how you found a solution.
(Open Ended Question)

Optional & Required Documents

Required Documents

1. Cover Letter
2. Resume

Optional Documents