

# Rio Rancho Public Schools

## Payroll Manager (19DO0422)

### JOB POSTING

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#### Job Details

*Title*

**Payroll Manager**

*Posting ID*

**19DO0422**

*Description*

**Job Title: Payroll Manager**

#### **Minimum Qualifications**

- Bachelor's degree in accounting, finance, business or related field.
- Minimum of five years proven experience in payroll or related field, with preference given for experience in school district payroll.
- School Business Official License or ability to acquire one within 1 year.

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

- Strong knowledge of payroll rules and regulations;
- Working knowledge of applicable computer systems, including Microsoft Word and Excel;
- Interpersonal skills, in person, in writing, and on the telephone, with diverse populations;
- Ability to meet deadlines, work on multiple projects and direct the work of others;
- Organized work habits and project management skills;
- Skilled in strategic and analytical thought, with the ability to solve problems and make decisions;
- Effective communication skills, both verbal and written.

#### **Essential Job Responsibilities**

- Supervise and coach the payroll team;
- Coordinate the implementation of all district payroll activities including payments and deductions to ensure that all employees are paid accurately, on time, and in accordance with all local, state and federal guidelines and policies;
- Develop, plan and implement goals and objectives of the payroll functions within the Finance Dept. Serve as primary liaison with the Human Resources Department on all aspects of the payroll system to ensure accuracy of all transactions;
- Recommend, write and administer policies and procedures for all payroll functions;
- Ensure the accurate and timely submission of all payroll related deductions and benefits to the following agencies: IRS, NM Tax & Revenue Dept., NMERB, Retiree Health, OMNI, NM Dept. of Workforce Solutions, RRSEU, United Way & NMPSIA;
- Ensure that all payroll functions are in adherence with proper internal controls;
- Assist with the development of the annual payroll and benefits budget;
- Ensure that payroll and benefits are recorded correctly in the Chart of Accounts;
- Keep informed of and interpret all laws, regulations, statutes, rules, and policies affecting the assigned functions.

#### **Additional Duties**

- Safeguard the confidentiality of privileged information;

- Maintain professional relationships and work cooperatively with employees, the community, and other professionals;
- Maintain professional competence through individual and district training, in-service educational activities, and appropriate self-selected professional growth activities;
- Meet deadlines and work on multiple projects;
- Attend staff meetings and conduct, as may be necessary, training with reference to payroll;
- Comply with state-approved New Mexico Administrative Code of Ethical Responsibility of the Education Profession and the RRPS Employee Standards of Conduct and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations;
- Perform other tasks related to the area of responsibilities as requested or assigned by the Controller.

**Work Hours:** Work hours are established in the employment contract. Additional work hours may be assigned by the Executive Director of Finance.

**Application Procedure:**

The following documents must be attached to complete this application:

- One (1) transcript from each crediting college or university if not currently in the personnel file
- Resume
- Letter of Interest

**AN EQUAL OPPORTUNITY EMPLOYER**

**Full-Time**

**Per Year**

**District Office - Finance**

*Shift Type*  
*Salary Range*  
*Location*

**Applications Accepted**

*Start Date*                      **04/22/2019**

**Job Contact**

<i>Name</i>	<b>Heather Gabaldon</b>	<i>Title</i>	<b>Controller</b>
<i>Email</i>	<b>Heather.Gabaldon@rrps.net</b>	<i>Phone</i>	