



JOB DESCRIPTION:	Payroll Administrator		
DEPARTMENT:	Accounting		
REPORT TO:	Executive Director of Accounting		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	430160	DATE APPROVED:	06/22/2020
		DATE MODIFIED:	08/01/2025

SUMMARY: Performs professional payroll and clerical accounting functions to verify, analyze and maintain the university's accounting system in accordance with established guidelines and reporting standards providing for the timely payment of university expenses.

DUTIES:

1. Oversees the payroll function, production of payments on a bi-weekly basis including regular wages, special calculations, garnishments, child support, taxable fringe benefits and all other earnings/deduction information.
2. Responds to internal and external audit requests. Responds to internal and external requests for employment data such as surveys and other government reporting requirements (DOL quarterly head count, annual census). Responds to employee inquiries and requests regarding payroll matters.
3. Oversees submission of requisitions for payment of employee deductions to vendors. Submit of requisitions for payroll services invoices.
4. Reconciles quarterly and annual payroll information for reporting and annual issuance of W-2 forms. Reconcile payroll deductions to general ledger. Reconciliation of payroll accounts in general ledger and request journal entries, as needed.
5. Responsible for annual fiscal year close out and accrual entries.
6. Manages wage/hour and tax compliance in accordance with local, state, and federal regulations.
7. Works closely with Human Resource department to ensure accurate processing.
8. Creates and maintains payroll setup within WNMU. Creates and maintains setup for wage payments, garnishment and tax reporting processing. Creates and maintains business registration and setup with states for accounts.
9. Maintains department policies and procedures.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in a Business field or Associate degree in a Business field with 3 years of experience or High School Diploma or GED plus 5 years in an Accounting or business field required. Knowledge in Banner systems preferred. Supervisory experience preferred. Bilingual (Spanish) preferred
2. **Job Knowledge:** Knowledge of a computerized accounting system (preferably Banner). Knowledge of general bookkeeping practices and procedures especially payroll. Knowledge of all office equipment and technology. Ability to maintain confidential information. Strengths in problem solving and proven project management skills. Skill in maintaining organized accounting records

and files. Ability to work well independently and meet established deadlines. Detailed knowledge of Human Resources, labor laws and IRS regulations. Ability to relate to people in knowledgeable, friendly, and professional manner. Accuracy, attention to detail and the ability to prioritize work and meet critical deadlines.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)