**FINANCE OFFICE - PAYROLL**

**PAYROLL MANAGER**

**Full-time:** with benefits 37.5 hours per week

**BASIC JOB DESCRIPTION:** The Payroll Manager is responsible for processing a portion of the University payroll up to and including bank file submission, reconciliation to general ledger accounts and quarterly/annual payroll tax reporting. S/he is also responsible for maintenance of web time/leave reporting systems and training employees and supervisors in the use of the web-based system. Work requires extensive contact with faculty, staff, administrators and students. Work requires the exercise of considerable judgment and discretion.

**QUALIFICATIONS:** Experienced payroll generalist familiar with payroll software (Banner preferred) and payroll/general ledger integration. Bachelor’s Degree in Accounting, Finance or related study preferred but may be replaced with at least five years of payroll experience or a combination of education and experience. Advanced user of Microsoft Excel and/or Access. Supervisory experience preferred. Experience with web-based payroll systems desirable. Ability to work independently, propose new ideas/processes and serve multiple constituent groups. Demonstrate a strong commitment to meeting deadlines and be detail oriented.

**ESSENTIAL JOB FUNCTIONS:** Duties will include, but not be limited to, payroll data entry and processing, initial review of payroll, payroll reports, reconciliation of payroll accounts to general ledger and investigation of discrepancies, maintenance of web time system and user training/documentation, standard and ad hoc reporting, respond to audit requests.

**WORKING CONDITIONS:** Requires some physical effort such as standing, walking, frequent light lifting (10 - 50 lb.), and manual dexterity in the operation of equipment; may require extended periods of time at a keyboard and CRT screen; perceptual demands for sound, form, texture and depth. May also require work hours outside the normal University schedule.

**HOW TO APPLY:** Interested applicants must submit a letter of application which addresses the qualifications, a resume, and the names, addresses and telephone numbers of three professional references to Stetson University, Inc., Office of Human Resources, 421 N Woodland Boulevard, Unit 8327, Deland, FL 32723. FAX: 386-822-7562 or Email: [humres@stetson.edu](mailto:humres@stetson.edu)

*Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.*