



Southeast New Mexico College  
1500 University Drive  
Carlsbad, NM 88220  
(575) 234-9200, Fax: (575) 885-4951

## Payroll Coordinator Job Description

**Required:** Bachelor's degree in a related field with five (5) years of professional experience directly related to the standard duties as outlined

**Equivalency:** Associate's degree in a related field with seven (7) years of professional experience directly related to the standard duties as outlined **OR** no degree with ten (10) years of professional experience directly related to the standard duties as outlined. Any equivalent combination of education, training and/or experience as approved by Human Resources Department.

**FLSA Status:** Exempt

**Level:** nine (9)

**Salary:** \$50,439.41 - \$56,744.59 DOE

### Background:

Southeast New Mexico College formerly New Mexico State University Carlsbad was formed by House Bill 212 in April 2021. HB212 made Southeast New Mexico College an Independent College accredited by Higher Learning Commission. SENMC is a diverse and community-centered institution dedicated to excellence and student success through transformative discovery.

### Purpose and Scope:

Under limited supervision, manages and coordinates the operations and activities of payroll. Controls preparation and disbursement of payroll for the campus payroll function. Oversees the maintenance of related tax and other payroll records. Ensures the accurate and timely payment of wages/salaries to employees. Prepares payroll input to computerized payroll systems. Answers payroll-related questions from employees and supervisors. Prepares payroll advices for governmental reporting/compliance to be paid by accounts payable. Processes advices for state and federal payments, along with payments to benefits. Must maintain records on vacation, sick leave, and FMLA leave.

### Duties and Responsibilities:

During the transition period, payroll is outsourced to ADP however; the Payroll Coordinator will be responsible for reviewing reports on every payroll to ensure that all employees are accurately paid. The Payroll Coordinator is responsible for entering all new employees into the ADP system and ensuring that all faculty teaching assignments are entered each semester. The Payroll Coordinator will assist with the setup and implementation of the ERP system (Anthology) as it is designed.

The Payroll Coordinator reviews, analyzes and checks payroll reports for accuracy and makes necessary adjustments or corrections through journal entries or other established procedure. Researches, analyzes and resolves very difficult, complex and/or technical problems or questions presented by other workers, faculty, staff, students or outside agency representatives using knowledge of common problems and of entire payroll function; and recommends and participates in the development of new procedures and policies related to payroll operations utilizing knowledge of college, state and federal policies and regulations. The Payroll Coordinator also compiles financial, tax and payroll reports for both internal and external purposes; acts as liaison with staff, faculty, administrators and students in answering questions, providing alternatives and facilitating decision making; and prepares correspondence of a technical nature pertaining to payroll issues. The Payroll Coordinator coordinates and interacts with federal and state agencies on issues pertaining to employee compensation and deductions; and compiles and analyzes payroll data, makes recommendations and determinations and prepares related reports. This position processes and calculates a variety of payroll actions including wage garnishments, incentive pay, benefits withholding, and overtime hours. The Payroll Coordinator prepares weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, tax deductions, benefit deductions, DOL- Bureau of Statistics Reports, Educational Retirement Reports, 941 Reports, Workers' Compensation Billing Reports) for management and processes remittances to appropriate agencies for funds withheld from paychecks including benefits and payroll taxes. The Payroll Coordinator receives and audits timesheets and payroll records ensuring compliance with SENMC policies, procedures, regulations, and appropriate employee contracts. The Payroll Coordinator prepares and balances payroll reports, as well as maintains payroll files and records related to the payroll system and general accounting functions and maintains various ledgers, registers, and journals according to established account classifications. The Payroll Coordinator is responsible for processing bi-weekly transfer of payroll data to the bank for automatic payroll deposits, and processing all leave and inputs in the payroll program (ADP/Anthology). Performs miscellaneous job-related duties as assigned.

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

Knowledge of state and federal regulations in area of assignment. Knowledge of payroll recordkeeping and reporting procedures. Knowledge of accounting principles, practices and methods as they apply to fiscal statements. Knowledge of the application of data processing techniques to accounting systems. Knowledge of supervisory practices and principles. Skill in preparing accurate and complete financial reports from payroll records. Solid understanding of payroll and payroll tax laws is necessary. Attention to detail. Ability to effectively communicate. Ability to maintain confidentiality.

### **Work Environment and Physical Demand:**

- Reach and grasp objects
- Stoop, bend, kneel, crouch, or crawl
- Use of video display terminal
- Use of manual dexterity and fine motor skills
- Communicate information orally and in writing
- Receive and understand information through oral and written communication
- Proofread and check documents for accuracy

- Work a fluctuating work schedule

*Performing the essential functions of this position requires the use of a computer throughout most of the workday, the ability to navigate a typical office environment, significant amounts of interpersonal interaction including oral and written communication, and the ability to keep track of multiple tasks, projects, deadlines, information sources and business processes. This job description is intended to be generic in nature and describe the essential functions of the job. It is not an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities, and overtime eligibility may vary based on the specific tasks assigned to the position.*

**Affirmative Action Statement:**

Southeast New Mexico College is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity. SENMC is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity and does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, handicap/disability, Vietnam era/disabled veteran status, gender identity or expression, or any other non-job related criteria.

**Acceptance:**

By my signature below, I certify that I have read my job description, understand my assigned duties and was provided a copy of this job description.

I understand that neither the SENMC Board of Trustees nor Executive Management of SENMC can guarantee my employment; SENMC can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of SENMC. I also certify that I can perform the essential functions of this job description either with or without a reasonable accommodation. I further acknowledge that this job description does not constitute a written or implied contract of employment with SENMC. I further understand that the foregoing job description is not all-inclusive of the duties to which I may be assigned. In order to meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by SENMC.

**Accepted and Agreed by:**

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Employee Name: \_\_\_\_\_

**Witnessed by:**

Supervisor  
Or HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Supervisor or HR Name: \_\_\_\_\_

Job Title: \_\_\_\_\_