

Specialist, Payroll Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=253571>

Downloaded On: Feb. 22, 2025 11:47am

Posted Feb. 21, 2025, set to expire Nov. 29, 2025

Job Title	Specialist, Payroll
Department	Human Resources
Institution	Austin Community College Austin, Texas
Date Posted	Feb. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Human Resources
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Job Description	

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Specialist, Payroll

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Specialist, Payroll

Job Description Summary:

The Specialist, Payroll's expertise will contribute to developing a plethora of high-impact deliverables for the Business Services Office. The Specialists are responsible for payroll and retirement-related activities, including assisting with processing the monthly, semi-monthly, and off-cycle payrolls, account reconciliations, processing third-party payments, generating reports for internal and external business partners, responding to customer inquiries, and providing general administrative support. This position's contributions will be crucial in the Business Services Office becoming a highly efficient and effective Center of Excellence (CoE).

Job Description:

Description of Duties and Tasks

- Validates, edits, and processes schedule and supplemental payroll runs while assisting business partners, team members, and the Manager, Payroll Services.
- The primary contact for conducting research and responding to payroll-related inquiries in a

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timely manner.

- Generates and distributes payroll-related reports and correspondence for internal and external business partners.
- Updates tax information based on employee exemption status.
- Verifies wage garnishment payments and responds to information requests.
- Provides support for the supplemental check request and void/lost checks processes.
- Verifies and processes course payments for full-time faculty overload, adjunct faculty, and continuing education instructors.
- Calculates and processes course payments for faculty and instructors.
- Assists with preparing and submitting retirement reports to the appropriate agencies.
- Prepares payroll-related journal entries; reviews, reconciles and analyzes general ledger accounts.
- Processes benefit adjustments and verifies benefit deductions for accuracy.
- Processes vendor benefit payments and performs monthly benefit reconciliations. Liaises with accounts payable (A/P) to ensure the invoices are processed timely.
- Assists with month-end and fiscal year-end close and other duties as assigned.
- Provides the requested data to assist with the interim and fiscal year-end audit processes.

Knowledge

- Customer service principles and practices.
- Editing and proofreading techniques.
- Defined benefit and contribution plans as well as group insurance.
- Payroll processing and editing procedures, principles, and practices.
- Federal and state regulations, including taxing and other related payroll rules.

Skills

- Maintains an established work schedule. Willing to work extended hours to meet deadlines as needed.
- Consistently maintains work accuracy while working with ongoing deadlines.
- Provides excellent customer service to internal and external customers.
- Ability to manage multiple projects within strict time constraints.
- Effectively uses interpersonal and communications skills verbally and in writing, including tact and diplomacy.
- Effectively uses planning and organizational skills, including exacting attention to detail and follow-through.
- Maintains confidentiality of work-related information and materials.

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- Establishes and maintains effective working relationships.
- Demonstrates integrity, respect, discretion, and professionalism in business dealings.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- Two years of payroll-related work experience.

Required Education

- High school diploma or educational equivalent.

Preferred Work Experience

- Three years of payroll and benefits-related work experience.

Preferred Education

- Associate degree or higher in Accounting, Business, or a related field.

Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 20 pounds.

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$47,840 - \$53,760

Number of Openings:

1



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Job Posting Close Date:

March 4, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Specialist--Payroll_R-6638

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Human Resources
Austin Community College

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