

MANAGER PAYROLL AND ACCOUNTS PAYABLE

Nunez Community College is seeking an individual to oversee its Payroll and Accounts Payable functions. The individual selected will be responsible for processing accounts payable and payroll functions at the college level. This includes issuing accounts payable and student refunds via ACH and/or check; providing direction and support to college faculty, staff and students related to the college's payroll functions, including the time entry system; reconciling general ledger balance account sheet accounts on a monthly basis that are directly impacted by payroll and accounts payable to ensure accuracy of accounting records; working in conjunction with the Director of Accounting in ensuring the college is compliant with State of Louisiana Unclaimed Property regulations for payroll and operating accounts; training and counseling applicable faculty, staff and students on an as needed basis regarding payroll and accounts payable procedures, policies and regulations; performing other duties as may be assigned.

Individual selected will have a Bachelor's degree in Accounting or Business and at least three years of Accounts Payable and/or Payroll experience. Will have excellent written and verbal communication skills, and be able to prioritize tasks, manage time effectively and meet deadlines, maintain confidentiality, use sound judgement when dealing with sensitive/ambiguous issues, and be diplomatic when interacting with all levels of personnel. Will be expected to represent the college in a professional manner.

Salary TBA

To apply, send resume, cover letter, and three professional reference contact information to:

Office of Human Resources
Nunez Community College

By mail: 3710 To apply, Paris Rd. Chalmette, LA 70043

By email (preferred): resumes@nunez.edu (Put **Manager Payroll/AP** in the subject line)

By fax: 504-278-6489

To assure consideration, applications should be received by January 18, 2019.

ADA & EOE