



## **Assistant Senior Payroll Manager**

The Louisiana Community and Technical College System (LCTCS) invites applications for the position of **Assistant Senior Payroll Manager**. This is an unclassified, full-time position.

### **Position Summary:**

The incumbent of this position provides administrative and/or support functions for the LCTCS Payroll Department and the LCTCS Centralized Payroll through Banner. The incumbent reports to and is supervised by the Senior Payroll Manager and is responsible for, but not limited to the duties in the following areas:

### **Duties and Responsibilities:**

The individual appointed to this position will report to the Senior Payroll Manager in assisting with a centralized payroll for approximately 5,000 employees of the Louisiana Community & Technical College System Office, Bossier Parish Community College, Baton Rouge Community College, Capital Area Technical College, Central Louisiana Technical Community College, Delgado Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Louisiana Delta Community College, Elaine P. Nunez Community College, River Parishes Community College, South Louisiana Community College, L.E. Fletcher Technical Community College and SOWELA Technical Community College.

- Perform duties of Senior Payroll Manager when that individual is absent
- Ensure the accuracy and timeliness of state and federal tax reconciliation and filing, as well as year-end W-2 processing
- Develops and maintains procedures and documentation for all areas of responsibility
- Maintains current knowledge of IRS and Social Security Administration regulations and taxation in the states where taxes are filed
- Reconciliation of payroll accounts liability accounts
- Serves as liaison, working with other payroll and financial staff regarding payroll information for specific reporting needs (i.e., budget, reconciliation of payroll bank

account and researching of outstanding payroll checks, and other general ledger accounts, etc.)

- Maintains year-to-date tax-sheltered payroll deductions
- Primary for ACH (direct deposit) interface
- Primary for remittance of DOL Quarterly Gross Wages
- Reconciles payroll accounts: stale dated payroll checks, payroll deductions
- Researches and resolves payroll issues and generates appropriate adjustments
- Back up to the primary for garnishment, tax levies and child support activities
- Back up for retirement reporting and interface submission
- Assists in preparation of summary payroll reports
- Cross trains to perform duties of other payroll staff as necessary
- Perform additional duties as requested by the Senior Payroll Manager

The position requires willingness to assist in all areas of payroll operations, as needed.

### **Minimum Education and Experience Qualifications**

- Baccalaureate degree in accounting, finance or business, or related areas.
- 1 year professional level accounting experience, tax filing experience desired.

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

- Advanced working knowledge and proficiency with a variety of computer word processing, spreadsheet and database software applications; preferably Microsoft Word, Excel, Access, PowerPoint.
- Must be able to work in a fast-paced environment with demonstrated ability to manage competing demands, as well as an environment with frequent change, delays and unexpected events.
- Ability to handle information in a sensitive, confidential and professional manner.
- Strong analytical and organizational skills a plus.

### **Additional Requirements:**

- Proof of Education
- A valid Louisiana Driver's License
- Proof of motor vehicle insurance

**In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.**

**Compensation:**

Depends on Qualifications

**Application Instructions:**

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to:

Human Resources Specialist  
Louisiana Community and Technical College System  
265 S. Foster Drive  
Baton Rouge, LA 70806

or via email to [employment@lctcs.edu](mailto:employment@lctcs.edu)

Applications will be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit [www.lctcs.edu](http://www.lctcs.edu). LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.

*Louisiana Community and Technical College System is committed to diversity and is an equal opportunity / equal access employer.*