



EASTERN
A R I Z O N A
C O L L E G E

Position Open Notice
Payroll Administrator

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Position Summary and Organizational Relationship:

Under general supervision, coordinate and process functions directly related to payroll for Eastern Arizona College. This position reports to the Assistant Fiscal Controller.

Required Qualifications:

- High school diploma or GED equivalent, required.
- Bachelor's Degree in Finance, Business Administration, or related field; OR an equivalent combination of training and experience that provides the required knowledge, skills and abilities.
- A minimum of one to three years of payroll experience.
- Must be at least 18 years of age or older.
- Ability to use Windows electronic communication and information tools and Microsoft Office products.
- Excellent customer relations demeanor and skills.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively in both oral and written form with a diverse audience.
- Detail oriented with good computer, typing, and data entry skills.
- Ability to maintain confidentiality of information.

Preferred Qualifications:

- Understanding of accounting principals
- Previous experience in a public sector working environment.
- Familiarity with payroll withholdings and filing requirements, including but not limited to payroll taxes, garnishments, and child support orders.
- Proficient with using Microsoft Excel.

Essential Functions:

- Create and schedule payroll to process in financial system.
- Process payroll twice a month for full time employees and twice a month for part time employees for a total of four payrolls every month.
- Facilitate all payroll tax withholdings and schedule all payroll tax payments.
- Process and input payroll deductions for individual employees.
- Create payments in the financial system to process all post payroll transactions and reconcile all payroll related liability accounts.
- Reconcile benefit invoices monthly to ensure proper withholdings from employees and proper invoicing from vendors.
- Prepare quarterly reports:
 - Department of Economic Security wage report
 - State of Arizona Quarterly tax report
 - Quarterly Federal 941 tax report
- Create and process W-2's for employees and file according to federal and state guidelines.
- Provide documents related to payroll as needed for audit purposes.
- Maintain and update retired, leased and direct hire, employees Alternative Contribution Rate (ACR) system for accurate reporting to the Arizona State Retirement Systems (ASRS)

- Setup and maintain employee leave for full time employees.
- Setup and maintain sick leave for part time employees.
- Process and input direct deposit requests for individual employees.
- Communicate effectively with human resources to ensure payroll is processed accurately and efficiently.
- Provide support as needed to accounts payable and other fiscal functions.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally to retrieve files and supplies; kneeling and occasional lifting of objects up to 15 pounds.

Application Information:

Applicants should send a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, a vita/resume, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire), a signed copy of the EAC application form, and a minimum of three written confidential letters of professional references, to:

Eastern Arizona College Human Resources
 Payroll Administrator Position
 615 N. Stadium Avenue
 Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee’s review is the responsibility of the applicant.

Applicants must be prepared to interview at their own expense.

Closing Date:

Open until filled. Review of applicants will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is based on education and experience per current salary schedule plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is as soon as practicable once the successful candidate is identified.

Questions:

- Dianne Hartley-Barnes
- Voice: (928) 428-8915
- FAX: (928) 428-2578
- E-mail: dianne.hartley@eac.edu

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities.

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at http://www.eac.edu/About_EAC/Consumer_Information/report.pdf. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus).

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.