



POSITION ANNOUNCEMENT

Position: Southwest Mississippi Community College is seeking a Payroll Administrator to perform all operations of the college's payroll process.

Duties and Responsibilities:

- Perform all aspects of payroll from data entry to ACH processing for bi-weekly hourly, bi-weekly salary, monthly, supplemental, and college work-study payrolls
- Prepare payroll checks/direct deposits for employees.
- Taxes – processing and payment of state and federal taxes, preparation and distribution of W-2s, process monthly, quarterly, and annual tax reports.
- Benefits – bill reconciliations and payment of benefit invoices
- Prepare, reconcile and distribute all withholding and deduction checks (monthly payables).
- Mississippi Public Employee Retirement System (PERS) – reconcile PERS statements and remit contributions.
- Prepare all payroll related transfer information (transfer information needed for payment of payroll and fringe amounts).
- Reconcile and balance payroll bank statements, insurance statements and other deduction statements.
- Process payroll garnishments, IRS levies, MS Department of Revenue levies, etc.
- Track additions, deletions or changes to pay rates, taxes, benefits with specificity by keeping detailed notes
- Prepare or assist in preparing monthly, quarterly and annual payroll reports.

The duties and responsibilities listed above are **not all-inclusive**. The Payroll Administrator will be required to perform other duties as assigned.

Skills:

- Ability to anticipate how current events will change future processes and be able to execute the changes
- Ability to take detailed notes and prepare documentation
- Ability to work holidays when needed to meet payroll deadlines
- Proficient in Microsoft Office applications such as Word, Excel, and Outlook
- Excellent verbal and written communication skills
- Punctual and reliable
- Works independently
- Ability to meet deadlines

The skills listed above are **not all-inclusive**.

Qualifications/Experience:

Required: Associate's degree

Preferred: Payroll experience, extensive Excel experience, experience reconciling bank accounts, experience with accounts payable and receivable, Bachelor's or Master's degree.

To Apply: Applicants should submit cover letter, resume, and SMCC Staff application to Human Resources Administrator, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Email: hr@smcc.edu.

Applicants **must** submit a cover letter, resume and fully completed SMCC Staff application prior to the application deadline to be considered. SMCC Staff application can be found at <https://www.smcc.edu/employment-opportunities/>

Application Deadline: March 7, 2025 by 3:00 pm