

Payroll Coordinator Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=255362>

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Posted Apr. 3, 2025, set to expire Jul. 31, 2025

Job Title	Payroll Coordinator
Department	Human Resources
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Apr. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Human Resources Fiscal Services
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Job Description

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Payroll Coordinator

Posting Number: 70928

Position Type: Administrative/Staff

FTE: Full-time

Department: Human Resources

Job Summary/Basic Function:

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The Payroll Coordinator is responsible for managing and processing payroll operations for the college, ensuring accuracy and compliance with federal, state, and local regulations. This role involves entering salary data into the payroll system, calculating payroll and deductions, maintaining payroll records, and supporting the college's HRIS/Payroll system. The Payroll Coordinator also oversees tax reporting, retirement contributions, and timecard system training.

- Enters, reviews, and updates salary data in the master payroll system.
- Accurately calculates employee wages, overtime, deductions, and withholdings.
- Ensures compliance with payroll-related federal, state, and local tax regulations.
- Process payroll adjustments, corrections, and special payments as needed.
- Calculates and submits Section 941 payroll tax reports to the IRS.
- Establishes and process state income tax payments.
- Manages and reports salary and pension payments to the **TRS Pension** and other retirement programs.
- Maintains and updates payroll records in the HRIS/Payroll system.
- Generates payroll reports and provides data support to various college departments.
- Ensures payroll data integrity and accuracy in collaboration with Human Resources and Finance teams.
- Serves as the primary point of contact for payroll inquiries and issue resolution
- Conducts training sessions for employees on the college's timecard system.
- Provides guidance on payroll policies, procedures, and compliance matters.

Minimum Qualifications:

- **Bachelor's degree** in Accounting, Finance, Human Resources, or a related field.
- **3+ years** of payroll processing experience, preferably in an educational or public-sector environment.
- Strong knowledge of payroll regulations, tax laws, and reporting requirements.
- Experience with payroll software and HRIS systems.
- Proficiency in Microsoft Excel and other payroll-related software.
- High level of accuracy, attention to detail, and problem-solving skills.
- Strong organizational and time management abilities.
- Excellent communication and interpersonal skills.

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Desirable Qualifications:

- Experience with **TRS Pension** and other retirement contribution programs preferred
- Familiarity with **higher education payroll processing preferred**
- Certified Payroll Professional (CPP) designation is a plus.

Physical Demands:

Able to traverse campus, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, hearing, vision, and talking

Posting Date: 04/02/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 04/12/2025

Special Instructions to Applicants:

To apply, visit <https://employment.brazosport.edu/postings/4567>

Contact Information

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

Contact

Human Resources
Brazosport College



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