

PAYROLL MANAGER

The City of Carlsbad is accepting applications for **Payroll Manager**. Performs a variety of accounting tasks in processing payroll for the City of Carlsbad.

Sets up new employee payroll records in Munis; makes changes to deductions and wages; enters changes from W-4 forms; enters data into Munis; verifies coding of time sheets; checks and maintains computerized employee vacation, sick leave and PTO balances; prints checks; prepares ACH files; prints and balances final reports; submits electronic PERA contribution reports and electronic wage and tax reports.

Balances deductions (ie: insurance, retirement, garnishments, union dues, and taxes); prepares deduction distribution checks, computes total payroll cost and prepares pay voucher for payroll reimbursement; balances payroll and prepares journal vouchers.

Responsible for preparation and compliance of all payroll deadlines including federal, state and municipal deadlines; responsible for City employee payroll records.

Verifies, inputs and prints supplemental checks as needed; prepares and distributes W-2 forms and 1095-C forms; prepares monthly, quarterly and annual payroll tax and information reports.

May be assigned special projects. May be assigned other duties.

Knowledge of general bookkeeping practices and procedures. Knowledge of computerized payroll system, policies and procedures.

Ability to follow oral and written instructions, policies and procedures. Ability to establish and maintain effective working relationships with other staff, department heads and employees. Ability to meet required local, state and federal deadlines.

Skill in operating office equipment including PC, printers, calculator, typewriter and telephone. Skill in performing mathematical calculations.

Minimum requirements: Associates degree in Accounting, Finance or closely related field preferred but not required and a minimum of three (3) years of accounting or bookkeeping experience.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico driver's license.

In addition to an excellent benefit package, starting annual rate

will be \$38.26. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221 or via email to hr@cityofcarlsbadnm.com. Applicants must include a City of Carlsbad employment application filled out completely. Resumes are not required, but may be included if desired. Applications/resumes must be received or be postmarked no later than March 18, 2024.

EOE M/F/V/D