**DIVISION/DEPARTMENT:** Office of Business Affairs  
**DATE TO BE FILLED:** Immediately

**REPORTS TO:** Vice President for Business Affairs  
**SALARY:** Commensurate with Experience

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**SUMMARY**

The Payroll Manager is responsible for a variety of functions in the Business Affairs Office; payroll statistics, maintaining payroll control records, and coordinating benefits administration for employees. This administrator works collaboratively with the Business Affairs Office and the Human Resource Office to achieve these tasks.

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**REQUIREMENTS**

A successful Payroll Manager will have a mix of organizational and analytical skills. He or she should be able to generate reports, find discrepancies, and cost-savings opportunities. Other qualifications will include:

- Facilitate a respectful work environment
- Plan and prioritize assigned tasks
- Knowledge of compliance
- Knowledge of payroll management software
- Proficient in Microsoft products

This position requires a bachelor’s degree in finance or accounting and 2 years of related experience. Or an associated degree in finance or accounting and 4-6 years of payroll experience. A Master’s Degree in Accounting or a closely related master's degree can be substituted for years of experience.

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**RESPONSIBILITIES**

Perform the compilation and preparation of payroll data such as insurance, and annuity paperwork, and review payroll deductions with employees for appropriate approvals.

- Review and abide by company policies and procedures
- Ensure that payroll goes out promptly
- Validate timesheets for appropriate employees and calculate accurate wage amounts.
- Verify payroll transactions necessary for the completion of related payroll records.
- Prepare payroll checks, obtain appropriate approvals, and make the appropriate distribution.
- Prepare reports for quarterly, yearly, and weekly reports and the filing of annual W2s
- Resolve payroll errors

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**ABOUT US**

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff and students are comprised of diverse, social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill", the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

**RUST COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Rust College values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The college does not discriminate based on race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in its activities, programs, or employment practices.
The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest, unofficial transcript(s), and three references to: careers@rustcollege.edu

Mrs. Angela Williams, HR Manager
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date: Open Until Qualified Applicant is Found
Posting Date: 5/2022