NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

NOTICE: This announcement is not a complete job description. For a complete job description contact HR.

Position Title: Payroll Specialist
Department: Business and Finance
Employment Classification: Full-Time, Exempt
Primary Work Location: Macy, Santee, or South Sioux City Campus
Reports To: Vice President of Finance
Annual Salary Range: $46,000–$55,430

POSITION SUMMARY

The Payroll Specialist serves as Nebraska Indian Community College's (NICC) primary payroll professional, responsible for the accurate, timely, and compliant administration of payroll across all campuses. This position independently manages payroll processing, employee compensation records, timekeeping compliance, payroll reconciliations, and reporting while supporting the College's continued growth. Working closely with Human Resources, Academic Affairs, and the Finance Office, the Payroll Specialist ensures employees are paid accurately and on time, maintains financial accountability, and supports institutional operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Payroll Administration and Processing

- Independently administer payroll for all eligible employees, including full-time, part-time, faculty, adjunct, temporary, student, and grant-funded personnel.
- Verify compensation, hours worked, overtime, stipends, deductions, salary adjustments, retroactive payments, and final wages.
- Ensure supervisors approve employee timecards by Monday at 1:00 p.m. of payroll week; proactively follow up and escalate outstanding approvals.
- Complete payroll verification and submit payroll no later than Tuesday of payroll week, targeting Thursday payment availability and ensuring employees are paid no later than Friday.
- Monitor direct deposits, payroll funding, payment confirmations, and processing errors; immediately address potential delays.
- Coordinate with Human Resources on new hires, separations, compensation changes, and employee payroll records.
- Maintain accurate payroll records, processing schedules, and documentation in accordance with institutional policies and applicable laws.

2. Faculty Payroll, Leave, and Employee Benefits

- Coordinate with the Vice President of Academic Affairs to maintain and reconcile faculty and adjunct payroll spreadsheets, contracts, teaching assignments, and compensation schedules.
- Verify PTO accruals, leave balances, overtime, compensatory time, and approved adjustments in coordination with Human Resources.
- Calculate and verify PTO payouts, separation payments, and other authorized compensation.
- Maintain accurate benefit, retirement, tax withholding, and garnishment deductions; reconcile deductions with applicable provider records.
- Respond to employee payroll inquiries, investigate discrepancies, and coordinate timely corrections while maintaining confidentiality.

3. Payroll Compliance, Accounting, and Reporting

- Ensure compliance with applicable federal, state, Tribal, and institutional payroll requirements, including wage and hour laws and payroll tax regulations.
- Prepare or coordinate payroll tax deposits, quarterly reports, W-2 forms, retirement contributions, and other required payroll filings.

- Reconcile payroll registers, general ledger accounts, benefit deductions, and payroll liabilities; prepare or assist with related journal entries.
- Perform and review bank reconciliations, investigate discrepancies, identify outstanding transactions, and ensure timely resolution of reconciliation issues.
- Verify departmental and grant-funded payroll allocations and correct coding discrepancies.
- Prepare payroll expenditure reports, reconciliations, financial schedules, and documentation for audits and institutional reporting.
- Maintain payroll systems, review data accuracy, support system updates, and recommend improvements to payroll procedures and internal controls.
- Maintain written payroll procedures and processing checklists to support continuity of operations and appropriate backup coverage.

4. Business and Finance Office Support

- Assist the Vice President of Finance with financial reporting, account reconciliations, budget preparation, personnel cost projections, and expenditure monitoring.
- Assist with monthly bank reconciliations, financial account reviews, and resolution of discrepancies to support accurate financial reporting and effective internal controls.
- Support grant reporting, audit preparation, financial documentation, and other Business and Finance Office operations.
- Prepare financial spreadsheets, payroll-related accounting entries, and additional reports as requested.
- Perform other finance-related duties consistent with the position's responsibilities and qualifications.

5. Institutional Coordination and Accountability

- Serve on the Administrative Council and Budget and Finance Committee, as assigned.
- Collaborate with Human Resources, Academic Affairs, Finance, Information Technology, and supervisors to ensure efficient payroll operations.
- Provide payroll guidance to employees and supervisors, communicate deadlines, and promote compliance with institutional procedures.
- Identify payroll errors, compliance risks, and opportunities to improve accuracy, efficiency, and financial accountability.
- Maintain strict confidentiality and exercise sound judgment when handling employee compensation and institutional financial information.
- Perform other duties as assigned by the Vice President of Finance to support the operational needs and objectives of Nebraska Indian Community College.

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, finance, business administration, or a closely related field required.
- Minimum of three years of progressively responsible payroll, accounting, or related financial experience.
- Demonstrated experience processing payroll, reconciling financial records, and maintaining accurate employee compensation information.
- Proficiency with payroll software, electronic timekeeping systems, and Microsoft Excel.
- Working knowledge of payroll regulations, deductions, financial reporting, and internal controls.

PREFERRED QUALIFICATIONS

- Master's degree in accounting, finance, business administration, or a closely related field.
- Five or more years of progressively responsible payroll experience, including independent payroll administration.
- Experience in higher education, Tribal Colleges and Universities, Tribal government, nonprofit organizations, or grant-funded institutions.
- Experience with faculty compensation, payroll tax reporting, retirement contributions, and general ledger reconciliation.
- Experience with MIP Fund Accounting, Paylocity, UKG, or comparable financial management, payroll, and human resources information systems.
- Certified Payroll Professional (CPP), Fundamental Payroll Certification (FPC), or comparable credential.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong payroll administration, accounting, mathematical, and reconciliation skills.
- Ability to independently manage payroll accurately and meet strict deadlines.
- Strong attention to detail, organization, problem-solving, and analytical abilities.
- Proficiency in financial spreadsheets, payroll systems, and reporting.
- Effective communication, professional judgment, confidentiality, and customer service.
- Ability to identify errors, resolve discrepancies, and improve payroll procedures.
- Ability to collaborate across departments and adapt to institutional growth.

PERFORMANCE EXPECTATIONS
The Payroll Specialist is responsible for accurate and timely payroll processing, complete financial documentation, and proactive resolution of payroll discrepancies. Payroll must be verified and submitted for processing no later than Tuesday of each scheduled payroll week to ensure employees are paid on time.

The Payroll Specialist must promptly notify the Vice President of Finance of any issues that may affect payroll accuracy or timely payment. All compensation adjustments and policy exceptions must receive appropriate authorization.

WORK ENVIRONMENT AND OTHER DUTIES
Work is primarily performed in an office environment involving regular computer use and financial recordkeeping. Occasional travel between campuses and additional hours during payroll or reporting periods may be required, subject to applicable overtime requirements. Reasonable accommodation may be provided in accordance with applicable law.

SPECIAL INSTRUCTIONS TO APPLICANTS: Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, religion, sex, national origin, age, sexual orientation, gender, veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

HOW TO APPLY: You can visit us on the web at http://www.thenicc.edu. Applications are also available at any of our three campuses. FACULTY: Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) a copy of official transcripts, and (4) an NICC Application. Please send your application materials to the Human Resources office at hr@thenicc.edu .

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1111 Hwy 75
Macy, NE 68039
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NICC (West Campus)
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