

ALABAMA INSTITUTE FOR DEAF AND BLIND

P. O. Box 698 • Talladega, Alabama 35161



R-9465 Reference #76701575020
Posting Date: January 3, 2023

Candidates who are blind or visually impaired and/or deaf or hard of hearing are encouraged to apply for this position and may be given preference in hiring as permitted by federal laws. Information related to disability is not required, and if disclosed voluntarily, will be used only in AIDB's efforts to create opportunities for individuals with disabilities. Non-disclosure will not subject any applicant to adverse treatment.

POSITION: PAYROLL MANAGER
Business Services

REPORTS TO: Chief Financial Officer

ABOUT ALABAMA INSTITUTE FOR DEAF AND BLIND

The Alabama Institute for Deaf and Blind (AIDB) is the world's most comprehensive education, rehabilitation, and service program serving individuals of all ages who are deaf, blind, deafblind, and multi-disabled and their families. Founded in 1858, AIDB serves more than 36,000 infants, toddlers, children, adults, and seniors with hearing and vision loss throughout Alabama each year.

Our services literally span a lifetime including five campuses in Talladega, ten regional centers located in Birmingham, Dothan, Huntsville, Mobile, Montgomery, Talladega, Tuscaloosa, Shoals, Opelika and Decatur with programs that range from early and senior intervention, traditional and nontraditional education services in residential and outreach settings and a manufacturing facility that is the state's largest employer of adults who are blind and deaf

ABOUT THE ROLE

Our employees are among the organizations' most valuable assets and resources. We share compassion for leveling the playing field for all. Our Mission makes AIDB a unique place to work and we invite you to be a part of the miracles that happen every day,

As the Payroll Supervisor you will be responsible for the direction and oversight of payroll procedures for the Institute and to monitor and maintain effective payroll operations to enhance fiscal accountability and employment experiences of AIDB employees.

BASIC QUALIFICATIONS:

- Bachelor's degree with a major in accounting, finance, business administration or human resource management and five (5) years' experience in payroll, accounting or auditing .
- OR
- Ten years recent payroll experience with three of these years managing a payroll department.
- Experience handling high volume employee count payroll.

AIDB IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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- Must be able to meet strict deadlines.
- Strong customer service skills.
- Detailed knowledge of DOL, FLSA, and State labor-related laws and guidelines.
- Comprehensive knowledge of the principles and practices of accounting.
- Flexibility and desire to work in a fast-paced and evolving organization.
- Ability to effectively supervise team members, work as a member of that team and organize work activities for other members of that team.
- Strong organization skills, attention to detail and follow through to resolve any outstanding issues.
- Ability to analyze/interpret data and take appropriate action.
- Ability & interest in training other team members.
- Advanced skill level in Microsoft Excel and Word to meet reporting requirements.
- Ability to communicate effectively orally, in writing and with sensory impaired individuals.
- A sign language proficiency level of SURVIVAL according to the AIDB evaluation system must be obtained within the first thirty-six (36) months of employment.
- **Upon offer of employment, the applicant must submit to a fingerprint background check at an agency designated and paid by AIDB.**

DESIRED QUALIFICATIONS:

- Prior supervisory experience.
- Nationally recognized payroll certification.

PERFORMANCE RESPONSIBILITIES:

- Supervises payroll representatives, ensuring that all processes are executed appropriately and in a timely manner.
- Ensure accurate and timely accounting, recordkeeping and management of payroll related data; perform audits and reconciliations of payroll information.
- Operates as the subject matter expert and escalation point to resolve issues and continuously looks for improvements in operational processes and designs and implements those initiatives.
- Optimizes the contribution of the team through coaching, counseling and implements workable solutions to business issues/problems.
- Conducts work planning, estimation and prioritization to optimize performance of team and works with CFO to define standards and reusable approaches for payroll operations.
- Ensure team members acquire necessary skills and performance attributes, in line with business and personal development needs.
- Adhere to all rules and procedures involved in the processing and distribution of paychecks.
- Train team members on new or enhanced operation procedures and policies.
- Identify process improvement initiatives and define standards for new processes.
- Cover for team members in back-up role for vacation and/or high-volume work efforts.
- Research and resolve payroll issues as they occur and perform payroll tasks as necessary; assist with journal entries, coordinate month-end close process and account reconciliations.
- Ensure the coordination and completion of all payroll tasks and functions.
- Run pro-active reports to ensure payroll-related data is set up correctly and prepare, analyze and develop payroll reports for management.
- Answer questions from supervisors and employees concerning pay.
- Coordinate and manage the work of employees by directing members of the team to meet the department goals.
- Audit regularly to ensure standard operating procedures are being adhered to.
- Contribute to a positive team environment.

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- Build and maintain an effective working relationship with our field and institute management teams, HR and Benefits teams and third party partners.
- Other duties and projects as required for success of the department.

Benefits:

- **Health, dental, and vision insurance available-Teachers Retirement System (TRS)**
- **Deferred compensation options available**
- **Paid time off**

SALARY: \$67,230 - \$87,952 Scale PI Rank 61

Direct deposit is required. Semi-Monthly Payroll

This is an exempt position, and is not subject to overtime or compensatory provisions of the Fair Labor Standards Act.

DEADLINE FOR APPLICATION: January 17, 2023 or until filled

Click Below to Apply:

<https://al.harrisschool.solutions/AIDB/S/Application>