



## NOTICE OF VACANCY

### Payroll Clerk

**REPORTS TO:** Vice President of Business Services

#### DESCRIPTION OF POSITION

At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Payroll Clerk will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Payroll Clerk is responsible for processing new employee documents, including Banner entries and insurance setup. Additional duties include processing payroll, issuing timely paychecks, managing tax withholdings, and ensuring compliance with labor regulations. The Payroll Coordinator is also responsible for 1095-C and W-2 forms, reconciling insurance premiums, verifying timesheets, maintaining confidential records, processing garnishments, and resolving pay discrepancies.

More specifically, the Payroll Clerk is responsible for the following:

#### DUTIES AND RESPONSIBILITIES

- Maintain employee payroll files.
- Posts and reconciles all payrolls to the correct general ledger accounts.
- Prepare and reconcile the monthly state retirement report.
- Prepare, balance, and distribute annual W-2 documents.
- Processes various payroll adjustments and coordinates payroll deduction changes between individuals and agencies.
- Reconciles all monthly payroll deductions to various companies, state and federal agencies, and to the respective general ledger accounts.
- Responsible for all payroll monthly, quarterly, semi-annual and annual reports required by various state and federal agencies.
- Responsible for preparing and processing the salary, hourly, biweekly and student payrolls.
- Responsible for processing all payroll tax payments.
- Responsible for the timely distribution of payroll checks.
- Responsible for transferring all direct deposit files to the bank in a timely manner.
- Perform any other duty as assigned.

#### MANDATORY QUALIFICATIONS

- An associate's degree in Accounting or a related business field from a regionally accredited institution is required. Relevant work experience may be considered as a substitute for the degree.
- Minimum of four years' work experience in an office environment with an emphasis in payroll or Human Resources.
- Demonstrated experience and knowledge in using information technology in business applications such as Banner software

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6390; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

## **DESIRABLE QUALIFICATIONS**

- Preference may be given to applicants with knowledge of labor and benefit laws and requirements
- Preference may be given to applicants with work experience at the post-secondary level

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to multitask and possess initiative.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Dedicated to and appreciate the concept of the community college.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Strong interpersonal, writing, and verbal communication skills

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **TERMS OF EMPLOYMENT**

This is a Full-Time, 12-Month, Non-Exempt, Non-Teaching Professional (NP) position.

## **SALARY**

The salary will commensurate with education and experience.

## **APPLICATION PROCEDURES**

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

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The MDCC Employment Application can be found on the MDCC Human Resources website,  
<https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

**DEADLINE TO APPLY**

**Internal/External – June 24, 2026 at 5:00 P.M.**