
Manager Payroll

Job Category: Administration Group

Requisition Number: MANAG001667

Posted: July 25, 2023

Full-Time

Metro Nash Airport Author
Nashville, TN 37214, USA

Job Details

Description

As infrastructure critical to the region's growth and prosperity, BNA is a vital asset for Middle Tennessee and serves as a gateway to Music City and beyond. According to a recent State of Tennessee study, in 2019 alone, BNA generated more than \$9.9 billion in total economic impact. BNA supported more than 76,000 jobs in the region and produced more than \$443 million in state, local and federal taxes. BNA receives no local tax dollars. For more information, visit flynashville.com. Follow us on Facebook: [@NashvilleInternationalAirport](https://www.facebook.com/NashvilleInternationalAirport), Twitter: [@Fly_Nashville](https://twitter.com/Fly_Nashville) and Instagram: [@FlyNashville](https://www.instagram.com/FlyNashville). Learn more about *BNA® Vision*, our growth and expansion plan for the airport, at BNAVision.com.

Hiring Process:

- Apply online
- Interview
- Offer
- Ten (10) year background check, including criminal history check, motor vehicle check, pre-employment drug screen and breath alcohol test
- Onboarding

Benefits:

- Deferred compensation plans
- Educational Assistance
- Health, Dental, Vision, Life, Disability Insurance
- Health Screenings
- Paid Holidays
- Annual/Bereavement/Military Leave

Accepting Applications until filled

Starting Salary Range: \$73,517-\$100,023

Job Summary: The Manager, Payroll is responsible for processing the payroll functions of the organization, ensuring pay is processed on time, accurately, and in compliance with government regulations. Other responsibilities include managing staff and responsibility for the entire payroll process including preparing journal entries, reconciling general ledger and sub-ledgers, providing ad-hoc analyses, and researching and interpreting data to answer accounting and finance questions.

Essential Responsibilities:

- Serves as key contact for all payroll matters.
- Supervises payroll staff and ensures the accuracy and timeliness of the biweekly and off-cycle payrolls and produces related payroll reports & acts as backup in his/her absence.
- Reviews, edits & balances reports to ensure direct deposits, paychecks, and bank files are complete and accurate.
- Prepares and posts payroll-related journal entries.
- Researches payroll regulatory changes & attends the appropriate education to ensure knowledge base is up-to-date.
- Carries out supervisory responsibilities in accordance with the Authority's policies and applicable laws. Responsibilities include interviewing, hiring, coaching/mentoring staff, planning and directing work, appraising performance, termination recommendations and resolving problems.
- Monitors and reacts to changes in Internal Revenue Service requirements regarding payroll.
- Conducts staff training related to payroll changes, time management, etc.
- Communicates with other departments and management regarding significant issues that require coordination between departments to ensure compliance with local, state, and federal labor laws in policies regarding payroll.
- Prepares, processes, and audits the bi-weekly payroll.
- Maintains payroll database and files for all employees.
- Manages and provides training for online timesheet preparation.
- Reviews timesheets, wage computation, and other data for accuracy.
- Validates receipt of proper documents authorizing payment.
- Prepares payroll journal entries and to the general ledger.
- Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the Nashville airport experience.
- Maintains regular on-time attendance.
- Follows all safety regulations.
- Supports MNAA's commitment to its culture and values, including Respect, Integrity, Service and Excellence (RISE).
- Performs other duties as assigned.

Knowledge, Skills, Abilities and Other Characteristics:

- Accounting and Auditing Principles: Knowledge of generally accepted accounting and auditing principles in the public
- Financial Management: Knowledge of organizational and governmental policies and procedures related to financial
- Ethics: Knowledge of ethical standards and how to apply them within MNAA.
- Accounting Applications: Skill in using Windows-based accounting applications.
- Accounting: Skill in applying generally accepted accounting principles and accounting operations to organizational financial needs.
- Communication: Skill in communicating effectively at all levels of the organization and with stakeholders, both orally and in writing.
- Computer Use: Skill in using a personal computer, the internet, and other software to perform job-related functions.
- Microsoft Office: Skill in using Microsoft Office applications such as Outlook, Word, Excel, and PowerPoint.
- Microsoft Windows: Skill in using the Microsoft Windows operating system.
- Relationship Building: Skill in establishing and maintaining effective and professional working relationships with others.
- Managing Workload: Skill in organizing and prioritizing work, handling multiple responsibilities, and meeting deadlines.
- Reporting: Skill in preparing and producing timely and accurate oral and written reports.
- Teamwork: Skill in working with others as a team while taking responsibility for outcomes.
- Written Expression: Ability to use words and sentences in writing so others will understand.
- Written Comprehension: Ability to read and understand information and ideas presented in writing.
- Attention to Detail: Is careful about detail and thorough in completing work tasks.
- Independence: Develops one's own ways of doing things, guides oneself with little or no supervision, makes independent decisions, and depends on oneself to get things done.
- Innovation: Shows creativity and alternative thinking to develop new ideas and solutions for work-related problems.
- Ability to obtain and maintain a Security Identification Display Area (SIDA) badge.

Qualifications**Required:**

- Bachelors in accounting, finance, or related field.
- 3 to 5 years of payroll processing or related experience
- Certified Payroll Professional

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)