



SOUTHWEST
TEXAS★COLLEGE

HUMAN RESOURCES
EMPLOYMENT OPPORTUNITY

human.resources@swtxc.edu | swtxc.edu

Title: Payroll Specialist

Job ID: 262702710101

Campus: Uvalde

Closing Date: September 11, 2026

Job Duties: Updates biographical files; sets up part-time and work-study students' information in the system for payroll. Runs payroll and other reports, distributes payroll checks and other direct deposit transmittals on appropriate pay dates. Transfers funds and journalizes; performs EFT draft for 941 taxes after each payroll. Responsible for receiving absence reports and updating absences/leaves monthly. Scans documentation into Perceptive, answers telephone inquiries, and replies to correspondence. Responsible for workers' comp payments and journalizing. Lifts, carries, drags, holds, pushes, or pulls up to 20 pounds. Maintains hours established by the college, assigned by the immediate supervisor or Human Resources Director, and adheres to college lunch and break policies. Follows required rules, regulations, and safety procedures as outlined in the college employee handbook. Performs all other functions as assigned by the immediate supervisor or Human Resources Director for efficient operation. Work rules, codes of conduct, and other policies are part of the essential functions of the job.

Classification: Full-time, Non-Exempt

Department: Human Resources

Salary: Professional Schedule Group I; twelve-month position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: AA preferred, two years' experience in a related field.

Experience & Training: Working knowledge of Colleague software, accounting, word processing, database, Excel, and spreadsheets preferred. Knowledge of payroll policies and processes. Ability to perform accurate mathematical computations. Knowledge of Federal and State payroll laws and regulations. Excellent written and verbal communication skills. Security-sensitive position.

Additional Qualification Requirements: Familiarity with electronic funds transfer. Must be self-directed, well-organized, task-oriented, and flexible, with the ability to work independently and in a group environment. Ability to manage a high volume of work is necessary. Demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent interpersonal, organizational, and problem-solving skills and the ability to communicate effectively orally and in writing. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. The candidate must be authorized to work in the U.S., provide verifiable credentials, and successfully complete the background checks specified for the position. Must have a valid driver's license and be insurable through SWTX insurers.