

Job Description

Payroll Manager (E14)

Grade: **E14**

Reports To
(title): **Sr Payroll and Accounts Payable Manager**

MAJOR FUNCTION / ROLE General purpose of the job; major expected results.

Oversees the on-time and accurate production of payroll, including problem resolution, process improvement, and client service.

JOB DUTIES Typical duties and responsibilities of job.

- Assists the Supervisor in the development of departmental practices and procedures with final implementation responsibility.
- Manages all aspects of the system package, including implementation, upgrades, or other technical issues.
- Assists employees in the process of obtaining information for payroll production and tax-related issues.
- Responds to/resolves employee questions and problems and delivers quality client service.
- Oversees the payroll process including HRMS imports, uploading of data, sending to ADP and reviewing for accuracy.
- Completes "high level" reviews and enhancements of payroll processes and the interaction of uploads, procedures and schedules.
- Establishes payroll closing dates. Prepares and distributes annual payroll cycle schedule.
- Works with payroll staff, human resource staff and payroll processing company regarding complicated payroll issues.
- Creates, modifies and processes reports from ADPR (ADP Reporting) for vendors, management and as requested/needed.
- Trains and evaluates employees to enhance their performance, development, and work product.
- Performs other such duties as the supervisor may from time to time deem necessary.

SCOPE Aspects that help define or distinguish level of work and its importance to the organization.

COMPLEXITY (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Work involves a complex payroll operation located in numerous offices throughout the country, and requires knowledge and implementation of a variety of tax and wage regulations. Requires thorough knowledge of payroll systems.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):

Supervision and guidance relate largely to overall objectives, critical issues and policy matters. Consults with supervisor concerning unusual problems and developments.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):

Coordinates with, oversees, trains and guides the work of payroll staff.

INTERNAL CONTACTS (Required interaction/relationship with others within the organization):

Clerical, technical, professional, and management staff of same or other departments. Interacts with HR staff to ensure employee data is input in time for payroll processing.

EXTERNAL CONTACTS (Required interaction/relationship with others outside the organization):

Interacts with payroll system provider and public/government agencies.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's Degree in Accounting and/or Computer Science or related field.
Minimum eight years of Payroll experience, with at least four as a Payroll Supervisor.

SPECIAL SKILLS

Working knowledge of ADP Payroll systems, Payforce, ADP reporting.
Organizational skills, with ability to plan and manage multiple projects and provide problem analysis and resolution; excellent attention to detail, and good interpersonal and communication skills.

PROFESSIONAL REGISTRATIONS

CPP (Certified Payroll Professional) required.

COMPETENCIES

General Competencies expected of all Professionals and Managers are as follows:
Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality, and Teamwork.

OTHER

Ability to work under the pressure of recurring deadlines. Work beyond regular hours required during peak times. Occasional travel.

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