

CLASS TITLE: PAYROLL MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for all payroll related functions of the Finance Department and other related assigned duties.

ESSENTIAL TASKS:

- Supervises all relevant functions using an automated system to produce accurate and timely payroll
- Prepares and files reports required by federal, state and other outside agencies requiring payroll information
- Prepares internal reports for management
- Provides support to outside entities for payroll processed on their behalf
- Responds to employees' inquiry and provides problem resolution relating to payroll issues
- Maintains current knowledge of applicable federal and state wage and hour laws
- Provides support for Human Resources and Municipal Employees Retirement Plan
- Facilitates management and employee understanding of payroll procedures
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business, four (4) years of progressively responsible high volume payroll experience, or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and methods of governmental accounting as applied to payroll operations. Ability to analyze and resolve payroll-related problems; ability to plan and supervise the work of staff; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Must possess excellent interpersonal and communication skills, attention to detail and be proficient in Microsoft Word and Excel at an intermediate level.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting and carrying up to 40 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Certified Payroll Professional (CPP) certificate is preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require some overtime.

Class Code: 1079

EEO Code: E-02

Pay Code: EX-40

Group: Fiscal

Series: Financial Management

Effective date: February 04, 2015