



PAYROLL MANAGER

DEFINITION: Under general supervision of the Auditor-Controller along with collaboration with the Personnel Director and Human Resources, this position manages the Payroll Department and represents the County's interest in all payroll, benefit and pension matters. The Payroll Manager works independently to plan, develop, interpret and implement all activities of the Payroll Department including supervision of subordinate staff in the Auditor-Controller's Office in a highly demanding and detail oriented environment.

The position also provides professional development opportunities and implementation of the County's policies and procedures; takes ownership of software systems that support payroll processing and reporting; organize assign, direct, review and evaluate the work of assigned staff. The role may stay abreast of the latest developments in compensation and pension law and serves as the subject matter expert on all payroll issues. In partnership with Human Resources, the position also guides management toward resolution of compensation issues to ensure compliance with the law yet address practicality of proposed solutions and is very hands on with the County's payroll objectives and processing.

DISTINGUISHING CHARACTERISTICS:

Payroll Manager – Incumbents working at this level exercise independent judgment in performing advanced in-depth technical and complex professional duties in a confidential capacity with little to no supervision.

In addition to duties described in the Payroll Analyst III position, employee analyzes compiles and prepares proposed policies for implementation based on current and new laws and regulations.

Payroll Manager will lead the implementation of upgrades to the financial software specific to Human Resources and Payroll.

Provide supervision of subordinate staff within the Auditor-Controller's Office and have an understanding of the General Ledger and Accounting Procedures for the County.

ESSENTIAL JOB DUTIES:

- ◆ Oversees the in-house compensation processing associated in addition to multi-agency payrolls, covering bi-weekly and monthly payroll-reporting periods.
- ◆ Manage compliance with: federal, state & local tax law & quarterly and annual payroll reporting (DE9, 941s), etc., tax deposit reporting, involuntary deductions (levies) (IRS, EDD, FTB), union benefit trusts payment & reporting, Bureau of Labor Statistics reporting, State Controller's Compensation reporting and United States Census compilation along with CalPERS pension requirements.
- ◆ Interprets, educates and applies a variety of laws and regulations governing payroll administration. This includes pertinent labor contract and administrative code provisions, annual salary and salary standardization directives, departmental rules and other documents governing employee's pay and benefit rights. Written and oral explanations to management, union officials and employees as necessitated.
- ◆ In coordination with Human Resources, advises management, supervisors and employees on the interpretation and application of Payroll guidelines/policies, Federal and State regulations and internal Memorandums of Understandings (MOUs).
- ◆ Communicates and enforces organization-wide payroll policies and processes regarding earnings, deductions, timekeeping and government compliance reporting. Develops written procedures to document processes & rationale behind decision-making and provides training continuously.
- ◆ Lead, manage and implement software and system changes to accommodate changes within the State and Federal Laws and County policies while coordinating with staff from Information Services, Human Resources and County Employees.
- ◆ Supervises internal departmental audits to ensure the accuracy of reporting and compliance with County policies and procedures.
- ◆ Provides support to external auditors in the performance of their work by answering questions involving County policy and procedures and producing schedules/documentation that will assist the auditors in the timely completion of their work.
- ◆ Performs other duties as assigned.
- ◆ Regular and reliable attendance and performance required.

EMPLOYMENT STANDARDS/EDUCATION & EXPERIENCE:

Payroll Manager – Bachelor’s degree in Business Administration, Finance, Public Administration, Accounting, or in a related field with five years of increasingly responsible financial record keeping and analytical work experience with a strong accounting background

-OR-

A minimum of one year payroll processing and reporting requirements for federal, state, and pension/retirement plan authorities, while performing the duties of a Payroll Analyst III with Inyo County or equivalent with another government agency.

KNOWLEDGE OF:

- ◆ Governmental payroll accounting.
- ◆ County policies and Memorandums of Understanding (MOUs) for bargaining units. Modern management and administrative practices such as: supervision, strategic planning, goal setting, budgeting, and information technology systems planning and implementation.
- ◆ Federal, State and Local laws; deferred compensation plans; voluntary pre- and post-tax deductions; involuntary deductions; tax reporting, record retention and payroll accounting and audits.

ABILITY TO:

- ◆ Interpret and apply County policies, procedures, State and Federal laws and regulations relating to payroll accounting and benefit administration and coordinate with Human Resources to propose, create and implement new policies according to those laws and regulations.
- ◆ Tactfully and clearly explain a wide variety of payroll and benefit procedures and policies.
- ◆ Develop and maintain cooperative working relationships with County staff, representatives of outside agencies and the general public.
- ◆ Manage and Process Payroll for Multi-Agencies.
- ◆ Maintain control of payroll system; conduct regular system and process audits to ensure data integrity and compliance
- ◆ Make mathematical computations quickly and accurately.
- ◆ Prepare, clear, concise and accurate records and reports.
- ◆ Meet timelines and schedules.
- ◆ Identify and handle confidential information.
- ◆ Effective verbal and written communication skill, problem solving and decision making skills.

- ◆ Develop and maintain effective, productive, cooperative working relationships with employees, supervisory personnel, management, representatives from other agencies, the public and others contacted during the course of work
- ◆ Conduct education and training for other staff performing payroll duties within the County.
- ◆ Physical ability to sit for prolonged periods of time, stand, twist, lift, and carry up to 25 pounds; climb and descend stairs; frequent telephone use.

SPECIAL REQUIREMENTS: Must possess a valid operator's license issued by the California Department of Motor Vehicles. Must successfully complete a pre-employment background investigation and physical examination.