



MARCH 2021
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 3200

PAYROLL MANAGER

DEFINITION

Under general direction, plans, organizes, manages, administers, coordinates, and directs the administrative, accounting, and operational activities of the Payroll Division within the Auditor/Controller's Office; plans and oversees the accurate calculation and production of the County's biweekly payroll; supervises and ensures the accurate processing and data input of payroll information; reviews new Memoranda of Understanding, resolutions, and other agreements, policies, or laws to identify their impact on payroll processes; collaborates with other County departments/divisions to provide subject matter expertise regarding end-user requirements of the automated payroll system; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Auditor/Controller or the Chief Assistant Auditor/Controller. Exercises supervision over subordinate professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a single position, management classification responsible for the overall administration of the Payroll Division within the Auditor/Controller's Office. Responsibilities emphasize developing and implementing payroll-related policies and procedures, ensuring the accuracy of payroll input and output data, serving as an end-user subject matter expert regarding the County's automated payroll system, and directing system updates based on new or revised laws, agreements, or other requirements. The incumbent serves as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, manages, coordinates, and supervises the administrative, accounting, and operational activities of the Payroll Division within the Auditor/Controller's Office; develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the division; develops, reviews, and recommends improved accounting methods and procedures for the division and establishes internal controls.
- Plans and oversees the accurate calculation and production of the County's biweekly payroll in accordance with applicable laws, regulations, policies, procedures, contractual agreements, and best practices; resolves the more complex and difficult payroll issues and discrepancies, and handles non-routine inquiries related to payroll practices, processing, documents, and records.
- Supervises and ensures the accurate processing and data input of payroll information; performs periodic earnings, time reporting, and deductions audits.
- Reviews new Memoranda of Understanding, resolutions, and other agreements, policies, or laws to identify their impact on payroll processes.
- Oversees and monitors the addition of new employee records into the payroll system.
- Collaborates with other County departments/divisions, including Human Resources, Information Technologies, and various special districts, to provide subject matter expertise regarding end-user requirements of the automated payroll system; conducts acceptance testing for payroll system upgrades, modifications, and troubleshooting.

- Identifies and implements needed system changes to improve the payroll system; works with Information Technologies to analyze operating problems and identify solutions.
- Directs and participates in the preparation and filing of quarterly and annual tax forms for the County and various special districts, as well as the analysis of payroll records and the compilation of data for use by other County departments.
- Participates in the hiring of assigned staff; trains staff in County and departmental policies and procedures related to payroll administration; evaluates employee performance, counsels employees, and effectively recommends initial discipline and other personnel decisions.
- Prepares a variety of complex analytical, statistical, and narrative reports, correspondence, and implementation plans; creates payroll system queries and reports.
- Coordinates the work of the Payroll Division with that of other divisions, departments, outside agencies, and individuals to ensure the proper interface of accounting transactions and adjustments.
- Assists various federal, state, and private auditors in the audit of the County's financial records; interprets and applies legal and administrative concepts to various accounting functions.
- Participates in the development of the annual budget for the County and/or department.
- Participates on various boards, committees, commissions, and task forces as assigned by the Auditor/Controller; schedules and attends meetings and trainings.
- Maintains positive public relations with the public and other departments and agencies and represents the County in a positive and productive manner.
- Reviews, recommends, and coordinates enhancements to technology and accounting systems in conjunction with Information Technologies, and/or software vendors; tests data conversions for accuracy; documents system errors; develops forms and procedures to comply with new system requirements.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Laws, regulations, standards, and best practices related to the centralized processing of payroll information and the maintenance of payroll records in a public agency.
- Principles and practices of generally accepted payroll accounting procedures and recordkeeping.
- The use of automated payroll systems in a large, complex environment, including end-user process analysis and data maintenance.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to payroll.
- Principles and practices of business data processing, particularly related to the processing of centralized payroll records.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of an assigned area of operation.
- Modern office procedures, methods, and equipment.
- Administrative principles and methods, including goal setting, policy and procedure development, and program and budget development and administration.
- Auditing, reconciliation, and internal financial control principles and methods.
- Principles and practices of employee supervision and leadership, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, manage, coordinate, and supervise the centralized administration and production of payroll for a county government organization.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to the production of a county payroll, including related accounting requirements.
- Analyze new and proposed legislation and determine its impact on the payroll process.
- Provide administrative, management, and professional leadership for assigned programs, the division, and the County.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Audit a variety of internal documents, procedures, and reports.
- Analyze, balance, review, interpret, and reconcile financial reports and transactions, and ensure proper authorization and documentation.
- Establish and maintain internal controls.
- Analyze complex problems, evaluate alternatives, and make sound judgments and recommendations within established guidelines.
- Plan, coordinate, implement, and evaluate the effectiveness of assigned programs.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in accounting, public administration, or a closely related field;

AND

Five (5) years of increasingly responsible professional payroll experience in a computerized payroll environment which included the issuance of pay warrants, the maintenance of payroll records, and the preparation of payroll reports. At least two (2) years of the experience must have been at a supervisory level.

Multi-agency payroll experience is highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California or Nevada Driver's License by time of appointment and a satisfactory driving record is required.
- Possession of a Certified Payroll Professional certificate from the American Payroll Association is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances.

WORKING CONDITIONS

May occasionally be required to work evenings, weekends, and holidays.