

PAYROLL MANAGER

DEFINITION

Under direction, to supervise the payroll accounting function of the Auditor-Controller's office; to perform a variety of highly specialized, difficult and complex technical payroll and accounting duties; to participate in the preparation, review and maintenance of payroll and related financial transactions, records and reports; to provide information and assistance related to payroll; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over payroll staff.

DISTINGUISHING CHARACTERISTICS

This is a highly specialized/advanced class responsible for supervising the County payroll function of the Auditor-Controller's Office. Incumbents must have specialized knowledge of the County's organizational and accounting structures as well as the payroll and accounting software. Job assignments include the training of and problem solving for subordinates; delegation of assignments and responsibility for compliance with established deadlines; preparation, audit and review of a variety of transactions to maintain payroll and related financial reports; and serving as the primary source of information for questions concerning payroll and related financial reports.

EXAMPLES OF DUTIES

Assumes responsibility for coordinating the work of the payroll function; plans, directs and participates in the performance of complex technical payroll procedures, services and activities; coordinates assigned functions and activities with other departments, divisions and County staff in order to consolidate information necessary to ensure accurate record keeping and reporting; ensures tasks are completed accurately and timely; provides technical information and instruction regarding County policies, acceptable payroll and accounting procedures, and proper utilization of the payroll and accounting software; answers questions and resolves problems or complaints; provides accurate payroll reports as needed; assists other departments with the payroll function; audits all payroll authorizations to ensure proper payroll and accounting treatment/classification and makes necessary work assignments to ensure payroll and all related liabilities are processed/paid timely; prepares correcting entries as needed; accurately prepares payments, including electronic fund deposits, for all payroll

liabilities; prepares and transmits timely all mandated reports, including PERS retirement, health insurance, quarterly State and Federal returns, annual State and Federal reconciliations and W-2's; prepares journal entries to maintain the general ledger accurately; corrects payroll records as needed; and assists in the evaluation of subordinates.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

DESIRABLE QUALIFICATIONS

Knowledge, Skills and Abilities:

- Knowledge of payroll accounting and record keeping principles, procedures, and methods and their application.
- Knowledge of pertinent Federal, State and local laws, codes, regulations and guidelines governing or effecting payroll.
- Knowledge of modern office practices, methods and equipment, to include computer equipment and related software applications.
- Skill to operate modern office equipment, including computers.
- Skill to type and input data quickly and accurately.
- Ability to learn the payroll module of the Integrated Financial Accounting System and understand the relationship between various modules.
- Ability to independently perform a variety of highly specialized payroll assignments.
- Ability to deal tactfully and courteously with others in answering questions, resolving problems, or providing technical instructions or general information regarding policies and procedures.
- Ability to effectively coordinate payroll functions with other County departments and personnel.
- Ability to interpret and apply the policies, procedures, laws, codes, regulations and guidelines from a variety of sources to payroll, especially those pertaining to garnishments, taxability, and PERS retirement.
- Ability to research, collect, compile and analyze information necessary for the effective discharge of duties.
- Ability to handle multiple concurrent projects by correctly assigning priorities to a variety of tasks.
- Ability to understand the organization and operation of the Auditor-Controller's office in particular and the County in general.
- Ability to prepare, examine, and verify payroll financial documents, statements, reports, etc.
- Ability to perform comparisons of data quickly and accurately.
- Ability to accurately tabulate, record, balance, and audit payroll transactions.
- Ability to perform mathematical computations quickly and accurately.
- Ability to communicate clearly and concisely, both orally and in writing.

- Ability to develop and maintain effective working relationships with those contacted during the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four (4) years of increasingly responsible specialized payroll experience comparable to that of a Payroll Technician which includes at least one (1) year in a lead or supervisory capacity.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized vocational training or college level course work in accounting or a related field.

Special Requirements:

None.