



POSITION DESCRIPTION

JOB TITLE: Payroll Manager Job Class:	
DATE	OFFICE Office of the Chief Financial Officer DIVISION Payroll
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:
Management Approval:	
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Manages and directs the districts payroll operations and payroll operating systems to ensure compliance with state and federal regulations and ensures all payroll functions are completed accurately and on schedule. Ensures prompt, appropriate payments are made to all employees.</p>	

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Plans, organizes, facilitates and monitors all MPS payroll operations to include time reporting, payroll deductions, tax withholding, garnishments, payroll processing, check verification and check printing.
2. Researches and resolves any payroll discrepancies including problems with general ledger reconciliations or problems involving employee pay.
3. Coordinates with other departments such as Information Technology and Human Resources to upgrade and update the payroll processing system. Tests software fixes and enhancements; resolves processing errors and recommends software and hardware modifications when appropriate.
4. Manages the supervision of payroll office employees to include: assigning responsibilities, reviewing work, evaluating performance of subordinates, recommending disciplinary actions and hiring, firing, demoting or promoting staff and determining overtime needs.
5. Plans, organizes and facilitates district payroll training and development for payroll staff, principals and payroll secretaries.
6. Reviews and ensures the accuracy of payroll records and that all payroll tasks are completed in an accurate and timely manner. Prepares monthly management reports, and year-end payroll accruals.
7. Reviews, reconciles, and remits tax withholdings and related reports on a timely basis as required by the Internal Revenue Service (IRS) and responds to IRS requests for information. Reviews and reconciles W2 reporting and oversees the processing and distribution of employee W2 forms.

Evaluates new tax and regulatory developments as they relate to the district's payroll policies and procedures.

8. Works with Labor Relations to implement union contract changes affecting employee payroll.
9. Determines, creates, verifies and distributes pay calendar schedules and maintains payroll tables.
10. Ensures internal controls are instituted within the payroll office and verifies compliance with procedures, as well as with local, state and federal laws and regulations.
11. Compiles data for analysis and works with auditors on audit reviews of the district's payroll operations and the payroll operating system. Makes recommendations to management regarding operational efficiencies, and improvements in employee payment procedures.
12. Acts as a liaison to user committees, having decision making authority regarding requirements and prioritization of the payroll processing system.
13. Maintains payroll procedure guidelines for employees and a payroll policy manual for use by divisional staff.
14. Plans, organizes and coordinates summer school payroll procedures, including setting up access for summer on-line time entry and coordination with Summer School and HR Departments
15. Actively support the MPS Strategic Plan.
16. Perform other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision by the Chief Financial Officer.

SUPERVISION EXERCISED: This position (a) assigns duties; (b) outlines methods; (c) directs work in process; (d) reviews completed work; (e) signs or approves work; (f) evaluates subordinates; and (g) make hiring recommendations.

The position has total supervision responsibilities for one Payroll Coordinator (Local 1616) and six Payroll Assistants (Local 1053).

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements:

A Bachelor's Degree with an emphasis in accounting or finance, or a similar field is required. Previous payroll managerial experience is desired.

Experience Requirements:

Five to seven years of Payroll experience, preferably in an automated environment is required; PeopleSoft experience is desired. Payroll management with a large public sector entity is desired.

Knowledge, Skills, and Abilities:

Incumbent must have supervisory skills and in-depth knowledge and experience with the entire payroll process including time reporting, payroll processing, payroll deductions, and check printing. Must have knowledge of IRS requirements for tax withholding and remittance, quarterly tax filings, and W-2 and W-4 processing. Knowledge and experience in administering court directed garnishments is necessary. Incumbent must have the ability to work under significant stress and short time lines. The ability to interface on a routine basis with distraught employees to resolve their payroll concerns is required. Experience in use of an integrated payroll software system is required, PeopleSoft experience is desired.

The incumbent must possess the skills required to modify and update the system.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment; however, may be stressful due to short, firm deadlines, and interfacing with employees frustrated with a payroll issue.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.