CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Payroll Manager**

DEPARTMENT: **Human Resources**

E-PLAN
SG:E2-10
CS:N
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Manages and supervises the City's payroll function. Stays informed of and ensures compliance with applicable payroll laws and regulations. Performs research and analysis, provides consultation, and makes recommendations to the Human Resources Director regarding payroll program delivery, policies, and improvements to the payroll system. Oversees the accurate processing and reporting of payroll for City employees and pensioners. Ensures accurate disbursements of funds for payment of salaries and benefits. Updates payroll procedures and program parameters in accordance with union contracts, legal requirements, City policies, and Civil Service Rule changes. Works in a highly sensitive public setting, with a variety of federal, state, and municipal regulations, including labor contracts.

SUPERVISORY RELATIONSHIP:

Reports to the Human Resources Director. Work is performed under general supervision and the guidance of City and Departmental rules, regulations, policies, procedures, labor contracts, and federal and State employment regulations. Supervises assigned Payroll staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, directs, and evaluates the City’s payroll processes involving a substantial volume of transactions performed within strict, inflexible time limits. Establishes schedules and methods for providing payroll services. Oversees the accurate processing and reporting of employee payroll, maintenance of payroll records, reporting and payment of tax withholdings and retirement withholdings, accruals and balances, and investigation and resolution of payroll issues. Ensures compliance with state and federal regulations related to payroll, including those related to wages, salaries, fringe benefits, deductions, and disbursements of funds.

2. Recommends and implements policies, procedures, goals, and objectives; establishes priorities, schedules, and methods for providing payroll services; prepares various reports on payroll operations and activities. Performs outreach and training.

3. Oversees processing of employee pay and benefits. Reviews, processes, and audits payroll changes, and corrects computer-generated reports each pay period prior to finalization of payroll; calculates various pays; and enters variable payroll information to ensure proper pay. Performs and reviews complex calculations for retroactive contract settlements and other payroll corrections.

4. As the primary contact, oversees plan administration, reconciliation and payment of payroll related vendors. Prepares and transmits State and federal quarterly and annual reports (e.g. IRS Form 941, W-2's, UI).

5. Provides leadership and motivation to payroll staff. Participates in and recommends hire. Assigns and oversees work. Establishes systems and methods for training and orienting

employees, completes performance appraisals, provides coaching, and takes appropriate corrective action as needed.

6. Participates and works collaboratively with Information Technology staff, HRIS Analyst, vendors and consultants in payroll software system implementation, maintenance, issue identification and resolution. Analyzes, develops, and recommends modifications or improvements to the payroll system to improve efficiency and accuracy within available program parameters. Troubleshoots problems and ensures their resolution. Prepares system changes and data for testing. Develops and incorporates side-systems that facilitate more efficient processing and reporting.

7. Maintains current knowledge of and ensures accurate implementation of all contracts, pay ordinances, administrative guidelines, Federal and State laws as they pertain to payroll. Implements legal, regulatory, audit, contractual or benefit changes. Develops internal procedures and documentation for implementation of changes. Provides staff training.

8. Participates as member of Human Resources Account Manager group in reviewing, discussing, and changing Human Resources practices at the City. Conducts, attends, and participates in a variety of team or departmental meetings.

9. Provides input on labor contract proposals regarding feasibility, efficiency, compliance, impact on and cost to City. Reviews and implements new labor contracts to assure all City contractual obligations are applied and executed. Updates, maintains, and reviews salary tables to reflect contract settlements.

10. Provides both oral and written information to employees, staff, pensioners, and vendors regarding the payroll system as well as specific pay and benefits issues. Receives and responds to inquiries from employees, staff, pensioners, and other agencies. Provides accurate and timely data and information; interprets, applies, and explains applicable laws, regulations, policies, and procedures.

11. Administers LEOFF 1 retiree payroll. Updates and maintains salary tables, auditing and maintaining accurate data.

12. Develops various statistical and narrative reports using both manual and computer system research for report generation.

13. Develops and oversees the maintenance of the records management systems for all Payroll divisional records.

14. Ensures the confidentiality of all City and employee documents not immediately subject to public disclosure.

ADDITIONAL WORK PERFORMED:

1. Responsible for the complete operation of payroll processes for the City in the absence of the Payroll Lead.

2. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- The principles and practices of public payroll and benefit systems.
- All applicable federal, State and City laws, regulations, rules and policies and procedures.
- Principles and practices of financial record keeping; systems, procedures and controls applicable to processing payroll.
- Local rules and regulations applicable to payroll accounting and deductions, City personnel rules, policies, procedures and collective bargaining agreements.

Skill in:

- Maintaining accurate and complete record system including the use of computer software applications and hardware.
- Planning, organizing, problem-solving analysis and decision-making.
- Adaptability/flexibility and stress tolerance.
- Oral and written communications for explaining policies and procedures, completing reports, and addressing employee questions and concerns.
- Interpersonal skills for dealing with employees, the public, and representatives of public and private agencies.

Ability to:

- Plan, organize, lead teams and manage staff.
- Maintain the confidentiality of sensitive materials and communications.
- Remain current with relevant technological advancements related to payroll processing.
- Read, understand, and implement legal and procedural changes affecting work performed.
- Develop an historical perspective of the City's payroll system and of past practice precedent setting.
- Utilize a computer and payroll related software programs.
- Evaluate, recommend, and implement improvements to payroll system.
- Utilize a ten-key calculator with accuracy.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
    - Frequently communicate accurate information and ideas with others;
    - Frequently remain stationary for long periods of time;
    - Occasionally transport objects weighing 10-25 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time at a computer workstation in an environment with frequent interruptions. May be required to work evening and weekend hours, as assigned. Some travel to professional meetings required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in accounting or related field.
- Three years of experience in a computerized payroll environment including oversight of or primary responsibility for processing a payroll of 100 or more employees in a private or public organization.
- Advanced Excel skills for data analysis and validation.

- Thorough knowledge of applicable federal, State and City laws, rules and regulations.
- One year in a lead, supervisory or management role strongly preferred.
- Payroll experience with a union environment preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent on passing a criminal background check.

PREPARED BY: Kathryn Hanowell
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10/81

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