

Title: Payroll Manager
PG: 60
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Finance

Class Code: 2054
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible professional and technical work involving direct responsibility over the City's payroll process. Work involves supervising Payroll Specialists and indirect supervision of all timekeepers in the various departments and divisions who process payroll. Work is performed independently with some technical guidance from administrative and professional supervisors. The incumbent is included in planning sessions for new payroll procedures or changes in present payroll methods to ensure positive and efficient results related to the generation of payroll related information and the utilization of the Human Resource Information System (HRIS).

ESSENTIAL FUNCTIONS:

1. Supervise and assist in the planning and organization of the work of a group of clerical employees engaged in maintaining the city's payroll records and generation of payroll and pension checks as well as retirement and sick refund checks.
2. Supervise and coordinate the transmission of electronic data for federal tax deposits, deferred compensation, savings bonds, automatic clearing house transactions (ACH), etc.
3. Coordinate the generation and processing of the general ledger interface to the Oracle Financial System.
4. Reconciles general ledger information in ORACLE and ensure integrity of balances in financials.
5. Prepares reports for governmental agencies including reports to the Internal Revenue Service, the Bureau of Unemployment Compensation, U.S. Labor Statistics, Workers Compensation and the State of Florida.
6. Coordinates payroll and personnel data received from all City departments and divisions. Reviews time sheets for accuracy and integrity prior to loading the data into the human resource information system for payroll processing.
7. Supervises the updating of paysheet records for correct processing of data due to information being received after designated deadlines regarding payroll adjustments and identifies cause for delay to minimize manual interaction for maximum efficiency in processing.
8. Functions as backup to the Payroll/HRMS Manager in the development, updating, and dissemination of training manuals directly related to their responsibilities.
9. Develops and conducts training sessions for employees in the work units and in other city departments regarding the proper use of the payroll module of the human resource information system and application of established city policies and procedures.
10. Supervises the maintenance and updating of all computerized City employee and retirees payroll records and files including but not limited to; worker's compensation, pension, benefit enrollments, garnishments, Deferred Compensation, Savings Bonds and direct deposits.
11. Responsible in the development and planning of delivered system modules that ultimately will affect results or enhance efficiency and operations in the incumbents designated area of responsibility. HRIS Core Team Member.
12. Performs analysis, planning, monitoring, and testing of programming changes in designated responsible areas of the human resource information system as needed to comply with changes in city policies, changes in informational requirements, and periodic upgrades to the system as provided by the software vendor. HRIS Core Team Member.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

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KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of functional capabilities of Human Resource Information System related to the generation and maintenance of payroll related information.
2. Considerable knowledge of dependency of other module information and potential impact to the generation of payroll/pension checks and other payroll related information.
3. Thorough knowledge of federal, state, and local regulatory requirements associated with the processing and reporting of payroll information and the remittance of required payroll deductions such as taxes, court ordered levies, etc.
4. Thorough knowledge of office record keeping, payroll preparation and reporting.
5. Thorough knowledge of modern office practices, procedures and equipment.
6. Thorough knowledge of business English, spelling and mathematics.
7. Thorough knowledge of internal payroll policies and procedures as developed by the City of Lakeland.
8. Ability to plan, organize, and supervise the work of clerical subordinates performing a variety of functions.
9. Ability to understand and follow complex oral and written instructions.
10. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
11. Ability to understand data processing printouts, to prepare perimeter control files according to format, and transfer of files to and from mainframe or servers.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to bright/dim lights, dusts and pollen.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Four (4) year degree from an accredited college preferably Human Resources, Computer Science or Accounting. A Certified Payroll Professional (CPP) certification is preferred, though not required. A CPP certification along with relevant experience may be used to substitute for a portion of the formal education.
2. Two (2) years of supervisory experience in automated, relational database payroll systems or other progressively responsible clerical work related to payroll administration.
3. An equivalent combination of education and experience that is directly related to the foregoing specific requirements may be substituted.
4. Experience with PeopleSoft software is preferred, though not required.
5. Completion of City University Level one (1) or completion within twelve (12) months.
6. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.