

MAJOR FUNCTION

This is highly technical, professional, and supervisory work in the supervision and management of the payroll function and process for both active employees and retirees. Oversees the use, development, implementation, updates to and management of the City's timekeeping system. This incumbent plans, assigns, schedules, trains and directs the work of professional and clerical employees and assures the integrity of payroll system and the timeliness and accuracy of the work product. Work is performed under general supervision of the department director or manager and requires the use and exercise of considerable independent judgment. Results are reviewed through conversations, observations, meetings, conferences, reports, and achievement of desired objectives.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises and coordinates the staff and technical resources needed to ensure the integrity, timeliness and accuracy of the payroll system and work processes, products, and services that are outcomes of the system. Oversees the management and coordination the City's timekeeping application with the payroll function. Trains, coaches, and supervises professional staff engaged in day-to-day accounting processes and ensures their adherence to acceptable accounting and reporting guidelines and standards. Serves as administrator of the payroll system, coordinating training and assistance to system users as needed. Serves as an expert on queries and reports produced from the payroll system. Researches, plans, and coordinates maintenance, expansion and upgrades to the designated timekeeping system and maintains documentation on payroll application customization. Prepares, reconciles, and submits required external reports. Assists management in policy formation and the overall management of the payroll function. Develops, updates, implements, and monitors payroll procedures and methods. Ensures internal controls for the accurate disbursement of salary in accordance with City policies and procedures. Recommends the selection, transfer, promotion, grievance resolution, discipline, and discharge of subordinates. Conducts performance evaluations of subordinates and provides coaching and feedback for improvement, if needed. Performs related work as required.

Other Important Duties

Monitors staff development activities and coordinates assignments so that staff may attend training and developmental events. Completes special projects as assigned. Serves on ad hoc committees as needed.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of federal and state regulations regarding payroll processing and payroll reporting requirements. Considerable knowledge of the functional capabilities of payroll, timekeeping, or human capital management systems that are related to the generation and maintenance of payroll. Thorough knowledge of industry-wide accepted methods, standards, guidelines relating to payroll processing and reporting. Considerable knowledge of accepted principles of supervision and employee relations, including assigning and reviewing the work of subordinates. Ability to analyze, plan, organize, recommend, implement and/or change workflow procedures. Ability to work effectively with subordinates and other departmental personnel. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to analyze complex accounting reports and statements and report on them to upper management. Ability to maintain appropriate records. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, accounting, finance, human resources, or a related field, and five years of technical or professional payroll experience, advanced or expert knowledge of payroll systems, timekeeping systems, and/or human capital management systems or an equivalent combination of training and experience. At least two of the years of required experience must have been in a supervisory capacity.

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