



CLASSIFICATION NO. 023
Established: 5/88
Revised: 1/93, 1/02, 12/07, 4/19
FLSA: Exempt
EEO: 2

PAYROLL MANAGER

CLASS CHARACTERISTICS

Under direction, to plan, organize, supervise and manage central payroll operations and support personnel; to balance, audit and maintain the payroll components of the Human Resources Information System and the Time and Labor System; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Finance provides financial administration of the County's governmental operations, including budgeting, payroll, accounts payable/receivable, grants administration, cash management, debt management, cost allocation and coordination of the annual financial audit. Additionally, the Director of Finance oversees the Divisions providing Facilities Management and Procurement operations.

The Payroll Manager manages a large centralized payroll system involving substantial volume of transactions performed within strict, inflexible time limits. Payroll services are provided for the County, subsidiary agencies and various work project employees. The Payroll Manager is responsible for the accurate processing and reporting of employee and employer data to the Oregon Public Employees Retirement System (PERS), maintenance of payroll records, reporting and payment of tax withholdings, resolution of payroll problems, participation in financial software system issues and changes, and implementation of payroll related provisions of law and labor contracts.

The Payroll Manager differs from the Payroll Supervisor which participates in and supervises staff performing the daily payroll processing.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees the daily activities of a central payroll function; ensures the timely and accurate processing of payroll records, documents and reports; checks, reviews and verifies payroll figures and records for accuracy; reconciles payroll errors.
2. Establishes and maintains the payroll record keeping system to ensure financial accountability; balances and audits accounts; reviews payroll source documents for compliance with labor regulations, tax laws, county policies and budgets; develops procedures and timelines for submission of source documents; attends conferences and training seminars to remain current with technologies, laws and regulations.
3. Provides advice and assistance to departments in processing payroll records to be forwarded to central payroll; communicates regularly with staff from Finance, Human

Resources and Technology Services departments regarding payroll and related human resource functions, issues and long range planning; coordinates information with Human Resources staff regarding employee data and fringe benefits.

4. Prepares and reviews payroll audit reports and work papers for the annual County audit and audits by federal and state agencies; develops work schedules to meet audit deadlines; explains accounting policies, procedures and systems to County employees and independent auditors.
5. Ensures integrity in the functional application of the County's multiple union contracts and non-represented payroll group policies and procedures; provides information and participates in collective bargaining as well as resolution of union concerns; updates payroll and time and labor systems with negotiated union contract changes as necessary; participates in management/union meetings.
6. Prepares and reviews federal, state and local tax returns and reports related to payroll, including tax withholding and retirement contributions; examines accounts and records to compute taxes according to prescribed rates, laws and regulations; ensures compliance with periodic tax payment, information reporting and other taxing authority requirements.
7. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing payroll services; aids in the creation, recommendation and implementation of policies and procedures; prepares various reports on payroll operations and activities.
8. Creates and maintains payroll and time keeping module system values, structures, and tables; troubleshoots payroll processing errors and system issues; generates standard, custom, and ad hoc reports; manages or participates in the development, installation, upgrade, and modification of payroll and time keeping elements with human resource information or time and labor systems.
9. Hires, trains, disciplines, and evaluates supervisory and payroll staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
10. Participates in the preparation and administration of the payroll section budget; submits budget recommendations; monitors expenditures.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of financial record keeping; generally accepted accounting principles, systems, procedures and controls applicable to payroll systems; principles and practices of public administration, including personnel management; participative management theories; computer equipment and software applications for payroll processing; federal, state and local statutes, rules and regulations applicable to payroll taxation, accounting and deductions; PERS statutory reporting; County personnel and benefits rules, policies and procedures; collective bargaining agreements and processes; English grammar and composition.

Skill to: Accurately process large volumes of data within strict, unalterable time lines; research and analyze complex payroll data; manage and document short and long term projects; prepare clear and concise financial reports; maintain ledgers and journals; interpret, explain, evaluate and recommend accounting and payroll policies and procedures; use computerized financial information and reporting systems; communicate effectively, both orally and in writing, including to large audiences; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with County employees, departments, independent auditors and the public; supervise paraprofessional and clerical accounting support staff.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.