

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Payroll Manager
DEPARTMENT: Finance and Administrative Services
FLSA STATUS: Exempt

GENERAL PURPOSE:

This is a Civil Service position, which is exempt from the overtime provisions of the Fair Labor Standards Act, and is responsible for all payroll functions and processes. Under general direction from the Deputy Director of Finance and Administrative Services, the employee performs professional level and highly technical work of considerable complexity. Work involves a variety of tasks, including developing, implementing, and managing all payroll related functions and processes, including keeping apprised of, regulating changes to, and ensuring compliance with all payroll contracts, laws, rules, regulations, policies, and procedures. The employee is also responsible for maintaining computer system integrity and accurately processing the bi-weekly payroll for all employees. Employee must exercise considerable initiative and sound judgment under minimal supervision to determine best approach by using and interpreting contracts, laws, rules, regulations, policies, and procedures. Work is evaluated through observation, conferences, oral and written reports, and through results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Administrative Oversight

- Manages and maintains responsibility for the integrity and effective operation of all payroll related functions and associated information technology systems
- Develops, implements and manages priorities, goals and objectives for the payroll function
- Stays abreast of and analyzes, interprets, and applies all federal, state, and local laws, rules, regulations, and policies relating to the payroll function (to include provisions of the Fair Labor Standards Act and all Internal Revenue Service tax laws and regulations)
- Stays abreast of new trends and innovations in the field of payroll processing and time reporting, analyzes all payroll functions and processes, and designs and implements process improvement strategies for enhancing effectiveness and efficiency
- Develops, documents, administers and updates internal policies and procedures related to payroll activities to ensure proper internal control and efficient processes that emphasizes data and procedural integrity and security

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- Develops methods to ensure compliance with all applicable contracts, rules, laws, regulations, policies, and procedures
- Stays abreast of technological advancements and serves as the departmental subject matter expert for all payroll computer systems and researches and implements new systems or system changes to improve payroll functions
- Oversees major payroll projects including system upgrades and modifications; troubleshoots computer issues and works directly with the software vendor and other departments to resolve issues; revises payroll procedures to conform to computer program changes; and maintains and updates system reference tables and rules as needed
- Manages the efficient operation of the timekeeping process and system by evaluating current procedures and making any necessary process improvements and computer system modifications; reviews time and attendance logs for compliance with applicable rules and regulations; develops and administers training plans for timekeepers; and assists timekeepers with inquiries regarding time and attendance

Payroll Processing and Reporting

- Processes bi-weekly payroll (including vacation and sick leave buy-backs, longevity payments, etc.); prepares paychecks and direct deposit slips; prepares and monitors all other payroll related disbursements such as benefit payments to vendors, garnishments, taxes, labor union and credit union payments, etc.; issues manual checks; and processes voids as necessary
- Calculates and processes payroll adjustments, including retroactive pay, pension adjustments, overpayments, etc.
- In collaboration with the Human Resources and Risk Management Department, interprets and appropriately applies applicable provisions of all Collective Bargaining Agreements
- Maintains and verifies payroll information on file and on computer including employer benefit and tax data, employee data and classification, employee benefit and tax deductions, direct payroll deposits, timesheets, accrued vacation and sick leaves, etc. and serves as the final reviewer for payroll related changes
- Reconciles, completes, and submits all federal and state reporting in a timely manner, to include tax returns, tax deposits, W-2's, 1094/1095 Affordable Care Act forms, worker's compensation reports and unemployment reports
- Completes all payroll, pension, and tax audits and reconciliations
- Computes and generates salary and benefits cost projections for budget development and assists City management by performing confidential payroll analyses to evaluate and develop various payroll and benefit strategies, including collective bargaining proposals
- Completes the year-end payroll processes; prepares audit work papers; responds to audit inquiries; and serves as lead contact for auditors

Supervisory

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- Supervises and/or directs staff during the payroll processes, including evaluating, managing performance and scheduling of personnel; gives input on hiring, and recommends disciplinary actions as needed

Other

- Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; identifies and reports findings and takes necessary corrective action
- Communicates payroll changes, corrections, payments, reimbursements, etc. to employees and develops and communicates reimbursement schedules as needed
- Maintains confidentiality in all negotiations, contract administration, and personnel issues
- May assist in other areas within the Finance and Administrative Services department, including Budget, Audit, and any other special projects
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Education

Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field.

Experience

Five (5) years of recent (i.e., within past ten (10) years) and verifiable professional payroll experience that included a minimum of two (2) years in a supervisory and administrative capacity with a similar size organization in a position that required the use of specific payroll administration and payroll processing knowledge.

An equivalent combination of education, certification, training, and/or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable working knowledge of principles and practices of payroll processing, accounting and reporting
- Considerable working knowledge of federal, state, and local laws, rules, and regulations related to the payroll function, including the Fair Labor Standards Act and Internal Revenue Service laws, rules, and regulations
- Working knowledge of Enterprise Resource Planning (ERP) systems specifically in the area of human resources, payroll, and time and attendance
- Intermediate or advanced skill in payroll systems implementation and management
- Intermediate or advanced skill in Microsoft Office products (Word, Outlook, PowerPoint, and Excel)
- Ability to independently analyze and interpret a significant amount of data in complex scenarios and apply procedures in accordance with regulatory guidance

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- Ability to independently identify issues, errors and discrepancies and use critical thinking skills to arrive at solutions and process improvements
- Ability to prepare complete and accurate payroll related reports, with attention to details
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to exercise personal initiative and work with limited supervision
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work by using principles of excellent customer service
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date