

Manager, Payroll**Purpose Statement**

The job of Manager, Payroll is done for the purpose/s of providing effective management of all payroll functions required for the timely payment of all employees including associated mandatory and permissive benefits; ensuring compliance with reporting requirements for federal and state; and supervising assigned personnel.

This job reports to Director of Business Services

Essential Functions

- Attends a variety of meetings related to payroll processing for the purpose of conveying and/or gathering information required to perform functions and maintaining professional development.
- Develops procedures and policies for the purpose of ensuring effective delivery of payroll services in conformance with federal, state, and ESD requirements.
- Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency's END: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
- Leads and coordinates activities of payroll staff for the purpose of meeting operational requirements in an accurate, compliant, and timely manner.
- Maintains a variety of manual and electronic documents, files and records (e.g. employee withholding, benefit criteria, employment contracts, negotiated contracts, procedures, pay rates and records, employee status, eligibility, etc.) for the purpose of ensuring availability of data and providing an audit trail as required.
- Manages all aspects of preparation of monthly and special payrolls for the purpose of ensuring the timely and accurate compensation of employees in compliance with state and federal regulations.
- Monitors payroll procedures for the purpose of ensuring compliance with Child Support Agencies, Internal Revenue Service and District Courts.
- Oversees and complies employee information related to payroll (e.g. pay rates, benefits enrollment, payroll deductions, direct deposits, authorizations, garnishments, retirement and benefit data, etc.) for the purpose of ensuring accurate and timely payroll processing.
- Prepares a variety of external and internal written materials, reports and summaries (e.g. quarterly and annual federal and state payroll tax and wage reports, W-2s, ERISA forms, retirement, unemployment forms, fiscal audits, etc.) for the purpose of documenting activities and issues, conveying information, and complying with state and federal regulations.
- Researches payroll discrepancies for the purpose of ensuring accuracy, assessing need to change procedures, and adhering to federal and state laws and/or payroll procedures and associated internal controls.
- Responds to inquiries from a variety of sources for the purpose of providing information and/or direction.
- Supervises personnel (e.g. recruit, interview, hire, evaluate, coach, support, etc.) for the purpose of building and sustaining staff capacity and achieving agency objectives.

Other Functions

- Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

AGENCY-WIDE COMPETENCIES

CULTURAL PROFICIENCY: Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's END and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

RACIAL EQUITY ADVOCATE: Recognizes, supports, and engages in dismantling institutional racism. Partners with, and is accountable to stakeholders, including children, families, and communities of color.

RACIAL EQUITY MINDSET: Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

TRANSFORMATIONAL VALUES: Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSESD. Embodies the principles and practices that form the Agency's culture. Operates from an abundance mentality that recognizes opportunities, and is optimistic and realistic about the future.

JOB-SPECIFIC COMPETENCIES

CREATING A SUPPORTIVE WORKPLACE: Demonstrates respect and empathy when interacting with people. Listens to ideas, issues and suggestions with an open mind. Offers support, flexibility and guidance when others are balancing differing priorities.

FUNCTIONAL/TECHNICAL SUBJECT MATTER EXPERT: Possesses required functional/technical knowledge and skills to perform job responsibilities. Demonstrates active interest and ability to maintain level of knowledge and enhance and apply new functional skills.

PLANNING, ORGANIZATION, AND PRIORITIZATION: Assesses the work to be performed, and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.

POLICY, PROCEDURAL, AND LEGAL NAVIGATION AND ANALYSIS: Understands and applies knowledge of Agency policies and procedures, and governmental statutes and regulations. Analyzes new practices and laws for potential impact to the Agency and its programs and services.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired

Education: Bachelor's degree in job-related area

Equivalency: AA in job-related area

Required Testing

Certificates and Licenses

Continuing Education / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Exempt

12/5/2016