

Job Title:	Manager, Payroll
Grade Level/Terms of Employment:	Pay Grade 130, 260 days
FLSA Status:	Exempt
Work Location:	Finance Department
Immediate Supervisor:	Director, Finance

General Description:

The Manager, Payroll provides leadership, management, and vision to ensure pay is processed on time, accurately, and in compliance with government regulations. The Manager ensures the payroll department has an effective and proactive approach to maintaining high-quality internal operations. The Manager also ensures payroll staff and RPS personnel are trained on payroll processes and procedures in order to ensure accurate and timely payroll processing.

Essential Duties and Responsibilities:

- Supports the payroll team in meeting ambitious performance goals; supervises and evaluates a team of payroll staff
- Develops methods and procedures to improve accuracy, efficiency, and timeliness of all payroll functions
- Implements and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, third party payments and other deductions
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates
- Prepares and maintains accurate records and reports of payroll transactions, including monthly reconciliations, 941 tax filings, adjusting journal entries, and statistical reports
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices
- Facilitates audits by preparing and providing records and documentation to auditors
- Updates and maintains a comprehensive policy and procedures manual for assigned areas
- Develops, coordinates, and trains school personnel regarding payroll and timekeeping procedures
- Performs other related duties as assigned

Qualifications:

- Bachelor's degree required; Accounting, Finance, Business Administration or related field preferred
- Five years of increasingly responsible and progressive experience in government or general accounting, with at least one year of supervisory experience
- Comprehensive knowledge of generally accepted accounting principles and practices and payroll procedures and control techniques and methods
- Extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes
- Strong planning, analytical, problem solving, and organizational skills, including keen attention to detail

- Excellent customer service skills
- Outstanding interpersonal, team work, and communication skills
- Ability to work under pressure, balance and prioritize work and meet multiple deadlines
- Proficient in the Microsoft Suite of products as well as Google products
- Bilingual in Spanish preferred