

POSITION DESCRIPTION

Functional Position Title:	Payroll Manager
Managers Title:	Vice President of Finance/Corporate Controller
Direct Reports' Titles:	None
FLSA Status:	Exempt

SCOPE AND PURPOSE OF POSITION

By the Agency's mission statement, policies and procedures, professional Code of Ethics, State of Michigan licensing, contracts, funding, and COA standards; the **Payroll Manager** is responsible for overseeing and supervising the organization's payroll functions, ensuring pay is processed on time, accurately and in compliance with government regulations.

TASKS OF THE POSITION

- Implements, maintains and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage and hour laws, and best practices along with internal policies and procedures.
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends updates to payroll processing software, systems, and procedures.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Reviews, reconciles, approves, and ensures overall accuracy of W2s as well as quarterly and annual state and federal income tax returns
- Drives business requirements, develops and initiates test cases, and provides user approval on all changes made to the system that impacts an employee's pay
- Successfully collaborates with all Agency departments
- Resolves issues and answers any payroll-related questions.
- Supervises, evaluates, orients, and provides guidance to assigned staff.
- Prepares relevant weekly, monthly, quarterly and year-end reports.
- Interprets and implements new legislation impacting payroll.

KNOWLEDGE/SKILLS/ABILITIES

- Excellent organizational skills and attention to detail.

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- Strong analytical and problem-solving skills.
- System implementation and software upgrade processes including business requirements, test cases
- Proficient with Microsoft Office Suite or related software.
- Proficient with payroll software.
- Current knowledge of payroll procedures and related laws.

SUPERVISORY RESPONSIBILITY

- NA

QUALIFICATIONS (EDUCATION / TRAINING)

Required:

- Bachelor's degree in Accounting, Business Administration, Human Resources, or equivalent progressive experience.
- Four years of experience in payroll processing required with two years in a supervisory or team lead role.
- Proven system implementation experience including developing business requirements, test cases, and the ability to mine data to aid in analysis.

Preferred:

- Experience integrating multiple entities
- UKG software experience
- Payroll certification(s)

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Approved by:

Human Resources

Date

POSITION DESCRIPTION

ELT Member

Date

Acknowledgment and receipt:

I acknowledge that I have read this job description and fully understand the requirements listed. I understand that it is my responsibility to adhere to the expectations listed above. I also understand that my job responsibilities may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description.

Employee signature

Date

Employee name (please print)