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| **JOB DESCRIPTION** | | | | | |
| **JOB TITLE** | PAYROLL MANAGER | | | **pAYROLL JOB CODE** | 400 - ADMINISTRATIVE |
| **LOCATION** | COMPANY HEADQUARTERS | | | **credentials** |  |
| **Department** | ADMINISTRATION | | | **REPORTS TO** | CONTROLLER |
| **fsla sTATUS** | EXEMPT | **STARTING PTO LEVEL** | 2 | **EMPLOYMENT CLASS** | FULL TIME |

**Summary**

The Payroll Manager is responsible for all aspects of staffing, leading, and operating the Company’s payroll department. The position will supervise our payroll team and liaise with other company professionals to ensure payroll is completed accurately and on a timely basis.

**Essential Job Duties AND Responsibilities**

* Hires, supervises, trains, and leads (future) payroll staff in all aspects of the payroll cycle,
* Ensures company payroll is processed in an accurate and timely manner, and in compliance with all regulations and company policy,
* Compiles data from various timekeeping systems and other payroll sources and ensure accurate data is loaded to the payroll system,
* Responsible for compliance with statutory payroll and payroll tax reporting and filing requirements,
* Prepares relevant weekly, monthly, quarterly and year-end reports,
* Prepares and reviews payroll account reconciliations and maintains accurate account balances,
* Responsible for maintaining employee withholdings and transmittal to appropriate benefits providers,
* Coordinates with operational staff to ensure time and attendance data is accurate and submitted timely.
* Coordinates with HR staff on new hire and termination activity as well as benefits enrollments, garnishments, and other payroll related items,
* Ensures all payroll information and records are maintained in accordance with statutory requirements, and company policies,
* Supports all internal and external audits related to payroll,
* Interprets and implements new legislation impacting payroll,
* Direct employees on the preparation of payroll related documents,
* Manages and resolves issues relating to payroll production and payroll related questions,
* Establishes and regularly measures key performance indicators for the department and ensure department is running at peak efficiency,
* Organizes and leads efforts to maximize operational efficiency and optimize reimbursement,
* Reviews all statistical reports to monitor trends, determine operational deficiencies, and implement corrective action plans as necessary,
* All other duties as assigned.

**Professional Requirements:**

* Strong knowledge of payroll laws and regulations and financial requirements.
* Proven experience as a payroll manager or similar role,
* Current knowledge of payroll procedures and related laws,
* Excellent understanding of multi-location payroll and taxes,
* Familiarity with payroll software/ HRIS (e.g. SAP, ADP, Kronos) and MS Office (especially Excel)
* Strong attention to detail,
* Analytical mind, problem solving skills, and good math skills
* Outstanding communication skills (written and oral)
* Organizational and leadership skills
* Experience working with executives and anticipation and fulfilling the needs of operational managers.
* Comfort with technology and not afraid to pick up and leverage new technologies.

**EDUCATION REQUIREMENTS:**

* HS Diploma required. Secondary education preferred.
* Familiar with payroll software and payroll vendor relations.
* Personal Care and/or Home Health payroll experience preferred
* Management Experience Required

**KEY COMPETENCIES**

**Informing:** Provides the information people need to know to do their jobs and to feel good about being a member of the team/unit/organization, provides individuals information so they can make accurate decisions, is timely with information.

**Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn’t show frustration when resisted or blocked; is a settling influence in a crisis.

**Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

**Timely Decision Making:** Makes decisions in a timely manner; sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.

**Decision Quality:** Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

**Drive for Results:** Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

**Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.

**Intellectual Horsepower**: Is bright and intelligent, deals with concepts and complexity comfortably, described as intellectually sharp, capable, and agile.

**Planning:** Accurately scopes out length and difficulty of tasks and projects, sets objectives and goals, breaks down work into the process steps, develops schedules and task/people assignments, anticipates and adjusts for problems and roadblocks, measures performance against goals, evaluates results.

**Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn’t stop at the first answers.

**Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to desperate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can’t; can simply complex processes; gets more out of fewer resources.

**PHYSICAL CAPABILITIES**

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| **Physical Requirements:** | Medium work **–** Exerting up to 50 lbs. of force occasionally or up to 20 lbs. of force frequently, or up to 10 lbs. of force constantly to move objects; including the human body. |
| **Visual Acuity:** | Arm's reach visual acuity **–** Worker is required to have visual acuity to perform activities such as operating machines (i.e. lathes, drill presses, power saws & mills) where the seeing job is at or within arm’s reach; performing mechanical or skilled trades tasks of a non-repetitive nature (i.e. ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc.)  Close visual acuity **–** Worker is required to have close visual acuity to perform activities such as preparing & analyzing data & figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts or operation of machines (including inspection); using measurement devices; or assembly or fabrication of parts at distances close to the eyes.  General observations visual acuity **–** Worker is required to have visual acuity to determine the accuracy, neatness & thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)  Motor vehicle visual acuity **–** Worker is required to have visual acuity to operate motor vehicles or heavy equipment. |
| **Physical Activities:** | Balancing **–** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces. This factor exceeds the amount & kind of balancing required for ordinary locomotion & maintenance of body equilibrium.  Feeling **–** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.  Fingering **–** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.  Grasping **–** Applying pressure to an object with the fingers and palm.  Hearing **–** Perceiving the nature of sounds at normal speaking levels with/without correction, & having the ability to receive detailed information through oral communication, & making fine discriminations in sound.  Kneeling **–** Bending legs at knee to come to a rest on knee or knees.  Lifting **–** Raising or moving objects/patients from a lower to higher position or horizontally from position to-position. This factor is important if it occurs to a considerable degree & requires the substantial use of the upper extremities & back muscles.  Pulling **–** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.  Pushing **–** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.  Reaching **–** Extending hands or arms in any direction.  Repetitive motions **–** Making substantial movements/motions of the wrists, hands, or fingers.  Standing **–** Remaining upright on the feet, particularly for sustained periods of time.  Stooping **–** Bending body downward & forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities & back muscles.  Talking **–** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.  Walking **–** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. |
| **Physical Conditions:** | Exposed to Inside conditions **–** Subject to inside environmental conditions; protected from weather conditions, but not necessarily from indoor temperature changes.  Required to wear a respirator **–** Worker maybe required to wear a respirator.  Exposure to infectious disease **–** Subject to infectious diseases including blood & other potentially infectious body fluids & tissues.  Work around mental health patients – Worker maybe required to function around mental health patients.  Not exposed to adverse conditions **–** Worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work). |

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| **Acknowledgement** | | |
| I have read the above job description and fully understand the requirements set forth. I understand the agency reserves the right to revise and/or changes job duties, tasks, work hours/shifts, and work requirements at any time. I have noted below any job duties that I am not able to perform, with or without accommodation. I have also noted any accommodations that are required to enable me to perform these duties.  Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Employee Print Name: | Employee Signature: | Date: |
| Supervisor Print Name: | Supervisor Signature: | Date: |