City of Council Bluffs

Job Description

Payroll Manager

Department: Human Resources
Supervisor: Director of Human Resources
Location: City Hall
FLSA Status: Exempt
Prepared By: Jon Finnegan
Prepared Date: March 2018
Union: Non-union
Pay Grade: 25

Summary: Performs professional payroll tasks and activities in the City's Human Resources Department. Prepares the timely and accurate payroll each pay period. Also prepares and files all associated payroll taxes, and manages any associated recordkeeping requirements. Work is performed under general supervision of the Director of Human Resources with incumbent exercising independent judgment and initiative.

Essential Duties and Responsibilities: includes the following.

- Prepares payroll and related reporting activity:
  - Assures and monitors proper processing during each payroll period
  - Records new or changed pay rates in payroll register or computer files
  - Computes pay according to company policy
  - Compiles and prepares other payroll data such as pension, insurance, and other payments
  - Reviews and approves payroll deductions
  - Interprets company policies and government regulations affecting payroll procedures
  - Directs preparation of government reports
  - Reviews payroll to ensure accuracy
  - Assures and monitors proper accounting, reporting, and distribution of all payroll withholdings and City contributions to other agencies, including but not limited to Social Security, Medicare, Federal and State taxes, IPERS, MFPRSI, insurances, and legal withholdings
  - Assures proper recording of all payroll related transactions to the General Ledger
  - Assures proper preparation and submission or distribution of forms and reports for year-end payroll activity, including but not limited to W-2, 941, and pension reporting forms

- Review the monthly payroll activity for release to both internal and external constituents:

- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:
Not applicable

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
- A Bachelor's Degree from an accredited institution in Accounting, Finance, Business Management, or other related area
- A minimum of five years' experience in processing payroll
- Experience in Public Sector payroll is preferred
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities is acceptable

Certificates, Licenses, Registrations:
- Certified Payroll Professional (CPP) preferred – if not currently certified, is able to obtain certification within 18 months of employment

Physical Demands:
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

Other Skills and Abilities:
- Knowledge of payroll procedures and basic internal control techniques related to the payroll processing cycle
- Working knowledge of requirements, rules, and regulations related to payroll processing and reporting at all levels (federal, state, and local) and in all timeframes (payroll period, monthly, quarterly, and annually)
- Ability to analyze and organize data
- Ability to communicate effectively both orally and in writing
- Accuracy
- Integrity
- Ability to form effective working relationships with staff, public, and other agencies