

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB121 Payroll Program Manager
POSITION #/TITLE: 1017 Payroll Program Manager	Adopted: 07-97
	Revised: 09-15

POSITION DESCRIPTION

Dept/Division: Finance-Administrative Services/ Finance Operations	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 14
Reports To Position #/Job Code #/JC Title: 2667/NB017/Asst. Finance Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard Word and Standard and Intermediate Excel
Personal Protective Equipment: None	

General Statement of Duties

Administers and coordinates the City-wide Time Reporting and Payroll Functions. Ensures accurate and timely processing of Payroll and benefits along with Federal and State tax requirements.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees in the classification of Timekeeper and Timekeeping Clerk.

Examples of Essential Work (Illustrative Only)

Plans, organizes and assigns payroll tasks and provides program management for the daily activities of the Payroll division staff and operations;
 Reviews all payroll transactions to ensure compliance with federal and state regulations and bargaining and other contractual obligations related to time reporting and payroll practices;
 Processes garnishments and child support orders;
 Ensures accurate and timely filing of all mandatory federal & state reports;
 Distributes voluntary and involuntary employee withholdings to the appropriate agency according to contractual or federal/state mandated terms;
 Processes weekly payrolls and balances payroll by resolving discrepancies;
 Distributes ACH transactions weekly;
 Review all Business Travel Reports to ensure compliance with the Travel Policy and applicable tax law
 Reviews and approves staffing requisitions and maintain position management data;
 Assists with the personal services budget annually;
 Maintains pay code and deduction code tables;
 Responds to request for information from City managers/supervisors and employees;
 Reviews all payroll generated journal entries for accuracy and appropriateness;
 Writes journal entries to accrue payroll liabilities and correct coding errors;
 Performs labor/benefit costs analysis as requested;

Provides information to the independent auditors;
Ensures all payroll related files are appropriately maintained either electronically or hardcopy;
Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes;
Complies with federal, state and local legal requirements by reviewing existing and new legislation, enforcing adherence to those requirements and advising management on needed actions;
Audits and verifies employee payroll, classification and benefits are correct in PeopleSoft;
Reviews benefit changes for tax implications, accuracy of paycheck and payroll expenses to the City of Cedar Rapids;
Reviews bargaining contracts and personnel policy changes to resolve HRMS system issues;
Maintains City of Cedar Rapids organizational charts using HRMS;
Fills-in/back-up other payroll positions as necessary;
Supervises, trains and supports other members of the payroll team;
Conducts performance reviews and monitors staff performance and staffing needs;
Attends work regularly at the designated place and time;
Maintains professional and technical knowledge by attending education workshops, reviewing professional publications, establishing personal networks, participating in professional societies;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of the principles and practices of payroll accounting and budgeting in government;
Thorough knowledge of federal and state labor laws and regulations governing workforce compensation;
Good knowledge of human resource enterprise applications and common office tool software;
Good knowledge of business arithmetic and statistical preparation and presentation methods and procedures;
Ability to identify and correct payroll discrepancies i.e.: IRS forms, state, retirement system, unemployment, etc.;

Ability to communicate effectively orally and in writing;
Ability to interpret, apply and explain rules, regulations, policies and procedures;
Ability to maintain complex files;
Ability to research issues and provide recommendations;
Ability to handle confidential administrative information with tact and discretion;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or a closely related field; and
Considerable experience in payroll and accounting practices; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications
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None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related materials in both electronic and hard copy form;

Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;

Sufficient personal mobility, which permits the employee to visit various and other work stations in the City.