

PAYROLL MANAGER

NATURE OF WORK

This is advanced and responsible payroll accounting and insurance work. The employee of this class serves as the lead clerk in the maintenance of all of the payroll, pension and insurance records of the City of Abbeville. General supervision is provided by the Secretary-Treasurer. In all assignments, the incumbent is responsible for the accurate, effective, and efficient operation of an established payroll accounting system regularly requiring procedural decisions. Acts for the Secretary-Treasurer in his/her absence performing required work excluding accounts receivable-billing and collection operations.

ILLUSTRATIVE EXAMPLES OF WORK {Employees of this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

Inputs payroll data on computer and processes payroll checks, biweekly and monthly. Prepares and balances monthly, quarterly, and annual payroll data for payroll reports, W-2 forms, and other forms. Makes or supervises interfund transfers and deposits. Maintains all payroll, statistical, insurance and related records of the City of Abbeville.

Audits the work of accounts clerical personnel performing examination and verification of source documents, the posting of all payroll records to the general accounting records of the organization. Traces and corrects discrepancies. Personally maintains complex and critical records.

Keeps abreast of all federal, state, and local regulations regarding withholding income taxes. Prepares complex financial, statistical, and other necessary fiscal reports as required by local, state, and federal regulations.

Operates various office equipment including a computer, calculator, check signer, typewriter, copier, telephone, and fax machine. Interacts with the public, department heads, and employees over the telephone and in person to answer questions and explain procedures.

Responsible for dissemination of legal knowledge necessary to follow the direction of legal authorities regarding levies, garnishments, and court orders.

Assigns new employees to insurance program and issues claim forms as needed. Maintains coordination between insurance companies and the City of Abbeville.

Provides information and supervises the dissemination of information to employees concerning salaries and insurance benefits.

Has control of the check register and operator's key in the absence of the Secretary-Treasurer and acts on his/her behalf within the delegated area of responsibility.

Reports to work on a timely basis, maintains a good attendance record, and performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge in City of Abbeville's policy relating to payroll and insurance; principles and practices involved in the maintenance of payroll records; data processing relating to payroll.

Thorough knowledge in modern office practices and procedures.

Ability to effectively direct the activities of subordinates.

Ability to maintain complex payroll and insurance records.

Ability to understand and carry out oral and written instructions. The capability to communicate using hearing, speech and vision skills.

Skill in operating a typewriter and computer for data entry and report production.

TRAINING AND EXPERIENCE REQUIREMENTS

Two years extensive experience in payroll accounting or bookkeeping including experience in payroll administration and/or insurance records. College course work in accounting or finance may be substituted on a year for year basis for the extensive experience requirement.