

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Payroll Manager

CLASS CODE: 1449

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification are responsible for overseeing the payroll accounting functions of the city-wide payroll department.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-journey level managerial classification in the Fiscal Series – Accounting Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include the supervisor of activities for processing the payroll of all city departments including civil service, police, and state offices.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step; and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinates these operations with other functions within the agency, and throughout the city system to ensure program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for operations/programs managed.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Ensures the timely and accurate processing of multiple payrolls, in compliance with federal, state, and local tax regulations.

Responsible for paying/reporting all payroll related tax payments.

Supervises and guides all payroll processing and related activities to ensure compliance with regulatory reporting.

Files all payroll forms (such as 941, 940, W-3, W-9), as well as forms for the state and the Division of Employment Security.

Gathers timesheet information and changes; oversees the entry of all timesheet information, status forms to initiate or to change payroll titles or salary.

Resolves paycheck issues.

Coordinates the activities of the payroll department with the Information Systems Section as to changes in the payroll system and the orderly timing of all payroll activities, and initiate all changes to procedures involving payroll.

Maintains payroll data integrity and confidentiality.

Continually reviews department operations to optimize efficiency and effectiveness; keeps abreast of all ordinance, statutes, laws and regulations relating to payroll.

Prepares and conducts training sessions for payroll specialists throughout the payroll system.

Supports benefits function as it relates to employee contribution for healthcare and other insurances.

Provides wage information for unemployment claims, special state and federal agencies, and court welfare departments.

Oversees subordinate personnel in the performance of daily operations; assigns tasks and monitors progress.

Reviews procedures to determine if detailed and accurate documentation exists; proposes new procedures to increase efficiency/quality of operations.

Approves payroll reports.

Supervises posting and posts to computerized general ledger; supervises the compiling and posting of information into subsidiary ledger accounts.

Responds to inquiries and complaints regarding payroll.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to provide first-line supervision to subordinates. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations to payroll clerks, appointing authorities, and other interested parties.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computers, calculator, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as status forms, journal entries, IRS rules/regulations, tax regulations, procedures, and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, teaching, directing, planning, coordinating, and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to (10) ten pounds, such as payroll reports.

Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as using a computer.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.