

JOB DESCRIPTION

JOB TITLE: Payroll and Benefits Manager
DEPARTMENT: Administration South Sound 911
REPORTS TO: Finance Director
EEO job category 2 - Professional

SUMMARY:

As part of the South Sound 911 Administrative Division, and under the direction of the Finance Director, the Payroll and Benefits Manager position is an highly responsible professional position performing a variety of complex accounting, payroll and benefit functions. Work involves latitude for independent judgment and discretion in the performance of assigned duties. Position will have access to confidential information.

ESSENTIAL FUNCTIONS:

Perform a variety of accounting and payroll duties to include review of agency budget and financial reporting for compliance. Develop, revise and maintain policies and procedures related to payroll and benefit administration.

Supervise financial staff with payroll and benefit administration as primary duties. Assign work, provide training and conduct audits and financial reviews to assure compliance with South Sound 911 policies and procedures.

Maintain a variety of complex and detailed records related to payroll, benefits and other accounting processes as assigned. Review financial documents for accuracy and completion; assure compliance with the Washington State Budgetary, Accounting and Reporting System (BARS), Generally Accepted Accounting Principles (GAAP) and other applicable federal and state laws, rules and regulations.

Perform a variety of complex accounting functions to include cash balancing, verification of outstanding liabilities and creation of general ledger journal entries and budget adjustments.

Develop financial analyses for executive staff and assist Finance Director in preparation of annual financial statements and budgets.

Update payroll accounting system as necessary due to addition, change or deletion of pay grades, hour types, positions, benefits, deductions and leave accruals. Perform audit of payroll activity to assure compliance with South Sound 911 policies and negotiated labor contracts; verify time entry. Research and resolve issues related to employee records, pay, time entry, leave, holidays and other absences.

Process monthly retirement data to Washington State Department of Retirement Systems; file quarterly tax and wage reports to state and federal agencies as required; process annual W-2 forms. Process benefit and deduction payments to multiple vendors as required.

Administer employee benefits to include processing new employee paperwork and updating employee changes in plans and/or dependents as necessary. Manage the annual open enrollment process for all employees. Communicate changes in benefit programs to all employees and administer programs to assure there is no lapse in employee coverage.

Maintain current understanding of payroll laws rules and regulations, and effectively communicate changes with supervisor and other employees as required.

REQUIRED ABILITY, KNOWLEDGE AND EXPECTATIONS:

Understanding and application of Generally Accepted Accounting Principles, theories, concepts, and terms.

Knowledge of governmental accounting principles and practices, including Washington State BARS.

Read, interpret, explain, apply and follow applicable laws, codes, regulations, policies and procedures.

Provide training to other staff members as needed.

Work appropriately with confidential material and information.

Work with speed and accuracy.

Proficient with standard suite of Microsoft Office software and database applications.

Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.

Maintain cooperative and effective working relationships with others.

Analyze situations quickly and adopt an effective course of action.

Follow safety rules and regulations

Organize work with many interruptions and multiple tasks to meet schedules and timelines.

QUALIFICATIONS:

An equivalent combination to: graduation from four-year college or university with specialization in accounting, finance, business or related field and three years of professional payroll, accounting or budgeting experience. Experience in a governmental agency is preferred.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT:

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS:

Personal computer, copy machines, telephone, fax machine, e-mail, calculators, and printers.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Activity	Percentage of time	Activity	Pounds
Standing	10% of time	Pulling	25 lbs.
Walking	10% of time	Pushing	25 lbs.

Sitting	80% of time	Lifting	25 lbs.
		Carrying	25 lbs.

The following abilities are required to perform the essential job functions:

Hearing	YES
Seeing	YES
Depth Perception	NO
Color Vision	NO

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling.

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Laura Lakowske, Recruiting Coordinator

REVIEWED BY: Deborah Grady, Executive Director

DATE: 11-18-2021

Revision date(s) 11-10-2017; 11-17-2021