KING COUNTY LIBRARY SYSTEM
Job Description

Title: Payroll Manager
Dept.: Business Office
Reports to: Director of Finance
Effective Date: Revised April 2019

Job Code Number: 10125
Grade Number: 20, Non-represented
FLSA Status: Exempt

General Position Summary:

The position has the ultimate responsibility for ensuring that all KCLS payroll functions are completed in a timely and accurate manner. The position plans, organizes, and oversees biweekly payroll processing for all KCLS employees; ensures payroll activities comply with all federal, state and local laws, rules, regulations, and employee union contracts. Ensures all internal and external payroll related reporting and administration of all payroll related programs are completed accurately, within guidelines and in a timely manner. Provides supervision, training, and performance review of assigned personnel. Promotes team collaboration and best use of payroll staff capabilities. The position also works directly with the Director of Finance on employee benefits rate implementation, development of policies and procedures related to the payroll function to improve and increase the efficiency of the payroll function, and payroll section budgeting.

Essential Duties/Major Responsibilities:

1. Plan, organize, and oversee the performance of tasks necessary for the processing of biweekly payrolls; assure the accuracy of payroll and that payroll time lines are met.
2. Interpret federal and state laws related to payroll operations and assure KCLS compliance. Ensure processing of wage garnishments, unemployment claims and various accounts with appropriate agencies and vendors. Research and review bargaining unit contract and ensure payroll compliance.
3. Prepare comprehensive federal and state quarterly and annual reports (examples: quarterly 941’s, ACA reporting, monthly PERS transmittal reporting, and annual W-2 reporting). Compile and organize payroll-related data and prepare reports and summaries as requested to assist management in accounting, budgeting/reporting process.
4. Monitor, oversee and evaluate payroll office processes and revise and update and implement software system changes to assure accurate and efficient operation. Develop policies and procedures related to the payroll function to improve and increase the efficiency of the function. May take a lead role in project work that primarily involves payroll system and/or processing.
5. Oversee and participate in the reconciliation of individual earnings for W-2 reporting, voluntary and involuntary benefit programs and Deferred Compensation program. Oversee the processing of employee voluntary and involuntary deductions, vendor warrant distribution, tax status changes, wage garnishments and subpoenas of employee records.
6. Update and train staff in various payroll/personnel related areas such as state labor relation laws, garnishments laws, savings bonds processing, and PERS reporting requirements.
7. Select, train and evaluate the performance of assigned staff. Take initial disciplinary actions.
and recommend transfers, reassignment, suspensions and termination.
8. Communicate with representatives of federal and state government agencies, financial institutions and state department retirement systems staff. Make decisions, resolve issues and coordinate necessary activities.
9. Approve and authorize payroll check printing and direct deposit transmittal to the bank. Review and approve final gross pay calculations by the payroll system each pay period.
10. Maintain current knowledge of Federal taxes withholding requirements, state retirement reporting requirements, ACA reporting, garnishment laws, and other applicable governmental codes and laws.
11. Use computerized financial, payroll, and human resources software systems such as Microsoft Office programs, CreateForm, JDEdwards, and ADP (end user and technical).
12. Work with the Finance Director to implement employee benefits rates.
13. Work with the Finance Director to develop and implement the payroll section of the budget.

Secondary Duties:
1. Provides backup to related position.
2. Serves as a member of various employee committees as required.
3. Performs other related duties as assigned.

Core Competencies:

Customer Focus
Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity
Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgment
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge
Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Coaching and Counseling
Facilitates the development of other’s knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help
others achieve better performance and goals; builds confidence of others.

**Managerial Courage**
Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

**Communicates Effectively**
Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**Organizing and Planning**
Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

**Interpersonal Savvy**
Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

**Decision Quality**
Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

- Bachelor’s degree in business administration, finance, accounting, or other closely related field.
- Four to six years’ progressively responsible experience in payroll, with some relevant accounting experience.
- Program specific training and on-the-job experience in applicable programs and systems such as JDEdwards or equivalent complex payroll software to acquire knowledge and skills in relevant job areas.
- Or a combination of education and/or training and/or experience, which provides an equivalent background, necessary to perform the work of the classification.

**Necessary Knowledge, Ability and Skills:**

**SPECIAL REQUIREMENTS**
Certified Payroll Professional preferred.

**PHYSICAL DEMANDS**
While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, 10-key and this typing may be repetitive up to frequently. Constantly sits up to 2 hours at a time and seldom will stand and walk. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift to 10 pounds and seldom push carts with up to 20 pounds of force.

WORK ENVIRONMENT

Work is performed in a normal office environment. Constant sitting, extensive close work (eyestrain) and extensive PC work are required.

Advancement Possibilities: (depending on education and experience)
Accountant
Budget/Finance Analyst

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: ______________________
Director of HR