



Job Information

Job Title: Payroll Manager II	Last Revised/Approved:
Job Code: 2496	Reports To: Comptroller
Office: <i>Office of Finance</i>	Department: Financial Services

Compensation Information

Pay Grade: 12A	Pay Range: \$84,992-122,671
FLSA Status:	Term of Employment: <i>FT</i>

Position Summary/Purpose: The Payroll Manager oversees and is responsible for all payroll operations for the district. This position provides leadership, direction and oversight in the administration and planning, developing, monitoring and enhancing services and functions necessary to accomplish the district's payroll processing objectives. This position has strategic responsibility in guiding the organization's payroll matters and assisting other departments with analytics and other information as identified. This is an individual contributor role and requires a person who is extremely detail orientated with significant knowledge of payroll administration, state and federal regulations, related tax matters and of payroll systems set-up, management, maintenance, and updates.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access, and Inclusion

Essential Functions:

- Provides direction, plans, organizes, and facilitates all MPS payroll operations.
- Performs the full range of managerial responsibilities pertaining to payroll staff which may include but are not limited to reviewing position responsibilities, planning division goals and ensuring adequate staffing. Determines staff development needs and seeks or assists with the training. Maintains a climate which attracts and motivates a diverse staff of quality individuals.
- Develops, implements, and manages company-wide payroll practices, policies and procedures. In addition, this position oversees, updates and maintains payroll procedures and the payroll policy manual for use by divisional staff.
- Advises management on payroll issues and makes recommendations to management regarding operational efficiencies and improvements in payroll processes.
- Evaluates MPS systems. Oversees and supports project development, system improvements/upgrades and cross-functional collaboration with other departments. Implements and maintains change control to test software fixes and enhancements. Recommends software and hardware modifications when appropriate.

- Reviews and ensures the accuracy of payroll records. Ensures that all payroll operations and functions are accurately completed in a timely manner. Oversees monthly management reports and year-end payroll accruals.
- Evaluates new tax and regulatory developments. Reviews and reconciles tax withholdings and related reports on a timely basis. Ensures internal controls are maintained and followed within the payroll office and verifies compliance with local, state, and federal laws and regulations and MPS guidelines. Reviews and reconciles W2 reporting and oversees the processing and distribution of employee W2 forms.
- Provides direction and oversees the creation, validation, and distribution of the district's 50+ pay calendar schedules and associated payroll table maintenance.
- Provides direction and oversees the payroll training and development for payroll staff, timekeepers, and time approvers.
- Provides direction and oversees the planning, organization and implementation of summer school payroll processes and procedures, including coordination of summer system access and setups with Extended Learning Opportunities and Human Resources.
- Coordinates with Employee Relations to implement employee handbook changes and other issues affecting employee payroll.
- Compiles data for analysis and works with auditors on reviews of the district's payroll operations and the payroll operating system.
- Acts as a liaison to user committees having decision making authority regarding requirements and prioritization of the payroll processing system.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A Bachelor's Degree with an emphasis in accounting or finance, or a similar field is desired.
- A combination of education and experience may be substituted in lieu of degree.

Experience Requirements:

- Previous payroll managerial experience is required and CPP designation is desired.
- Seven years or more of payroll experience, preferably in an automated environment is required.
- PeopleSoft experience is desired along with experience in the use of integrated payroll software systems.
- Payroll management with a large public sector entity is desired.

Knowledge, Skills and Abilities:

- Thorough knowledge of payroll practices including payroll rules, regulations, and tax withholding and reporting laws.
- Demonstrated understanding of internal control systems & their use in obtaining reliable & timely payroll records and information.
- Strong analytical skills and ability to devise & solicit new approaches to solving system problems and automating payroll processes.
- Strong computer literacy, especially spreadsheet and document software.
- Ability to motivate, guide, mentor, supervise and review work of multi-functional staff.
- Ability to prioritize and manage multiple responsibilities/projects along with ability to isolate and resolve problems within fixed time frames.
- Strong written, verbal and interpersonal communication skills for effective interaction with diverse groups.
- Knowledge and experience in administering court directed wage withholdings.
- Ability to work with short timelines.
- PeopleSoft experience is desired.

Working Environment:

General office environment: however, may be stressful due to short, firm deadlines, and interfacing with employees frustrated with a payroll issue.

Physical Demands:

General office environment, must be able to handle light lifting and occasional standing and bending.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.