

City of Roswell, Georgia

JOB DESCRIPTION

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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

HRIS & Payroll Manager

Department: Administration

Pay Grade: 514

FLSA Status: Exempt

Job Code: A305

JOB SUMMARY

The purpose of this classification is to plan, organize, manage, and coordinate a variety of human resources functions including human resources information system (HRIS) administration, payroll and general human resources programs. Work involves performing all phases of the payroll process, from verifying timesheet calculations through W-2 reporting.

ESSENTIAL JOB FUNCTIONS

- Provides analytical and technical support to the Human Resources Division for HRIS initiatives; maintains quality and consistency of HRIS database information; coordinates various ADP programs.
- Troubleshoots, analyzes, detects, identifies, and corrects technical problems and deficiencies.
- Oversees the processing of Payroll by assisting with establishing plans, goals, and objectives and ensuring compliance with FLSA, DOL, and the IRS.
- Serves as back-up for Payroll Coordinator.
- Maintains and creates a variety of payroll related HRIS tables i.e.; deduction/benefit tables, pay master, job class, life insurance, accrual, bank codes, risk codes, overtime tables, and others as needed.
- Serves as liaison with information technology division regarding HRIS and Payroll system issues: analyzes system needs and recommends changes/improvements; assists with identification of departmental software/hardware; troubleshoots and determines methods to resolve problems.
- Prepares a wide variety of payroll reports including monthly deduction reports, employee leave reports, state and federal tax reports, and other quarterly and annual payroll reports required by state and federal agencies; generates specific payroll reports using the

automated financial management system; reviews and analyzes reports; performs reconciliations and journal entries as necessary to ensure accuracy of payroll information and transactions; and submits reports to appropriate departments, management and agencies.

- Coordinates the fiscal year end processing of payroll functions; creates payroll accrual and reversal entries as part of the year-end audit; and researches and prepares payroll information needed for the annual financial audit.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Provides information, guidance, and assistance to City officials, directors, managers, supervisors, employees, the public or other individuals regarding HRIS issues, employment, compensation, tax information, policies and policy interpretations, procedures, timeframes, forms, or other issues: responds to questions/complaints, researches problems, and initiates problem resolution.
- Plans and coordinates development, implementation, administration, and ongoing support of the City's human resources information system (HRIS): oversees systems integration design and analysis; oversees maintenance and administration of HRIS database, tables, audits, and integrity/accuracy of data; ensures accurate, timely maintenance of positions, code tables, benefit plans, attendance plans, and organization codes; conducts audits of employee payroll system; conducts training to system users and provides technical expertise in support of HRIS operations; develops training manuals and coordinates training classes for newly developed/enhanced human resource systems.
- Programs, develops, and produces standard and customized HRIS reports for City departments and personnel; writes programs for retrieval of information from HRIS through use of report generator software; responds to government requests for various reports; submits required reports to appropriate agencies or individuals within designated timeframes.
- Maintains confidentiality of departmental issues and documentation.
- Develops or updates new and existing deduction tables. Ensures all employees are correctly enrolled and coded in the payroll system.
- Runs calendar year salary and deduction reports; prepares W-2s for employees; and maintains W-2 files and reports, and submits W2 records to Social Security and State of Georgia.
- Researches and analyzes payroll operations; identifies and recommends policy and procedural changes to improve payroll functions; coordinates efforts with other departments and/or staff; and discusses systems, products and services with potential vendors.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Operates computers and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Human Resources Management, Business Management, Business Administration, or closely related field; supplemented by five (5) years previous experience and/or training that includes human resources information system (HRIS) administration, ADP experience, human resources administration, payroll processing, and computer programming/operations (preferably to include experience in a local government); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of principles and practices associated with human resources information system (HRIS) and ADP administration; and must be able to comprehend, interpret, explain, and apply applicable laws, regulations, policies, and procedures.
- Knowledge of the policies, regulations, procedures and financial systems pertaining to processing the City's payroll; State and federal payroll reporting requirements; and financial management systems software, spreadsheets, and databases.
- Ability to prepare and process the City's payroll ensuring compliance with applicable regulations and standards.
- Ability to comprehend, interpret, explain, and apply applicable laws, regulations, policies, and procedures.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate sounds, visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.