

Ramsey County Job Class Title: Finance Manager- Payroll Manager (0263)

Specific Duties Assigned to Payroll Manager

- Manage, direct and oversee county-wide central payroll unit and preparation of biweekly payroll, and biweekly, quarterly and annual reporting in accordance with federal, state and other laws and regulations. Manage, train and give direction to professional and support staff in carrying out the duties and responsibilities of the payroll unit.
- Evaluate and recommend payroll management strategies to provide payroll information and advice to county officials and participate in payroll operations so that sound payroll management decisions are made.
- Manage and monitor audits of payroll data and systems conducted by internal and external auditors. Oversee payroll reporting systems to ensure adequate and timely compliance with federal and state rules and reporting requirements.
- Develop, implement and oversee internal controls of payroll system.
- Develop and prepare payroll reports, schedules, spreadsheets, analyses, notes and correspondence. Develop and prepare reports to Director of Finance, department heads, and department payroll contacts, and required reporting to all outside agencies.
- Recommend or implement payroll process improvements and payroll management guidelines.
- Assist in developing and implementing payroll policies, procedures and controls by reviewing the requirements provided by Ramsey County Personnel Rules, benefits policies, and union contractual obligations, federal and state laws and rules.
- Work as a subject matter expert to assist the ERP Program Manager and the ERP Capability Manager in identifying changes, enhancements and upgrades to PeopleSoft, Summit/HCM System.
- Lead or participate in business process improvement initiatives within the department and outside the department. Participate in outside boards and committees representing the county's interests.
- Keep informed of numerous changes in federal and state tax withholding laws, PERA laws, collective bargaining agreements, personnel rules, salary plan and rates of compensation, and salary schedules. Share any system related changes with the HRIS manager.
- Work with the HRIS team on implementing policies and procedures to meet county responsibilities with respect to labor agreements. Work with Human Resources during negotiations on specific contract items which will impact compensation and other payroll issues.
- Use a wide range of current, modern, job-related equipment, software and computer applications. Ability to create basic queries in PeopleSoft database.
- Work on behalf of various departments throughout the county to meet their needs in identifying requirements essential to a payroll application. Facilitate complex problem-solving activities based on the mission and vision of the organization.

- Utilize appropriate methods to ensure desired results and successful completion of various projects' scopes, budgets and time frames. Coordinate deadlines and processes with other departments so that the payroll process can respond to varying cyclical and seasonal deadlines.
- Identify problems and areas for improvement of efficiency associated with the payroll process, respond to complaints, and provide information to employees, citizens, public officials, or outside agencies. Conduct research, analyze issues related to problems, conduct comparative analyses, and offer creative solutions to resolve issues.
- Lead, monitor, provide work direction, coach employees, and participate in their development. Develop short and long range plans for payroll staffing, training, work projects and related issues. Transfer expert knowledge to others, positively influence employees, and encourage individual participation and creativity.
- Coordinate customer service efforts and promote, through example and leadership, effective customer service.
- Manage special projects and perform other duties as assigned by the Deputy Director of finance and the Director of Finance.