



## **POSITION DESCRIPTION**

### **Payroll Manager**

Reports to: Controller

Position Status:

Supervises: Payroll Specialist

Effective Date: 10/3/22

#### **GENERAL SUMMARY**

Manages all activities of the payroll department and develops procedures for and directs the preparation, documentation, and disbursement of all payroll checks, payroll taxes, and employee benefit payments. Provides 'hands on' supervision of management of the payroll and payroll processes for all NKC entities. This includes data entry to general ledger entries, time clock systems, as well as related payroll functions, i.e., integration with Human Resources for all employee benefits items, retirement plan administration, and COBRA. This position maintains the payroll system, including GL export, and creates new codes as needed. Reviews additions and changes to computerized payroll system (e.g., changes in salary, benefits, tax withholdings, etc.). Meets all government reporting requirements for payroll taxes, withholding and employer contributions. Selects, develops, and evaluates personnel to ensure the efficient operation of the function.

#### **DUTIES AND RESPONSIBILITIES**

1. Manages all aspects of payroll processing operations.
2. Establishes a strong working relationship with Human Resources and helps coordinate processes and procedures for timekeeping, benefits, deductions, and tax withholdings.
3. Establishes and oversees payroll processes and procedures for routine processing, tax reporting, and internal financial requirements.
4. Develops and maintains payroll procedure manual.
5. Has an understanding and maintains a strong knowledge of multi-state payroll laws and directs and trains payroll staff to remain in compliance with these laws.
6. Has a deep understanding of FLSA and wage and hours laws.

7. Administers wage garnishments in accordance with legal requirements and notifies employees in a timely manner.
8. Reviews payroll before transmission, including review of all changes made to pay rates, retroactive pay, disability configurations, addition of new employees, PTO cash outs, bonuses, and recognition checks. Approves final payroll for distribution.
9. Notifies Controller of amounts needed for Fund transfers to meet payrolls for all NKC entities.
10. Research and answer detailed inquiries from Finance regarding payroll posting and transactions, including Payroll Register.
11. Manages payroll function of 403(b), 401(k), and TDA programs. Interacts with and provides information to Third Party Administrators for all plans. Ensures employer match is processed correctly. Works closely with HR and vendor to ensure programs are correct.
12. Analyzes and resolves employee payroll inquiries, including taxes, 403(b), 401(k), and health insurance deductions. Communicates directly and promptly with employees, in writing or by phone.
13. Prepares standard and custom reports on bi-weekly, monthly, and quarterly basis for HR, Finance, vendors, and executives as requested.
14. Ensures the confidentiality of employee information.
15. Assists external Auditors with annual audits.
16. Responsible for driving the NKC culture through values and customer service standards. This includes taking initiative and action to respond, resolve, and follow up regarding customer service issues with all customers in a timely manner.
17. Manages the Payroll staff including hiring, terminating, training, counseling, and evaluating. Responsible for mentoring, developing, and retaining staff.
18. Promotes a teamwork approach by offering information, advice, and assistance to all staff members in a positive, courteous, and cooperative manner.
19. Communicates significant information to appropriate team members and documents in a clear, concise, and accurate manner.

## **JOB CONDITIONS**

Must be able to communicate effectively in English over the telephone, in writing, and in person. Duties and responsibilities are performed in an office environment. Physical activities require the ability to stand, walk, stoop, kneel, crouch, reach, lift; fingering, grasping, talking, hearing, and repetitive motions of hands, wrists, and fingers. Requires visual acuity to read, inspect information on computer monitors, and written materials.

Physical requirements include the ability to lift/move objects weighing up to 20 pounds occasionally, and up to 10 pounds frequently. The individual in this position operates the phone, computer, copier, and other office equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of ADP software programs are required. Experience with NovaTime/DataPro preferred.

## **PLANNING**

The position is responsible for overseeing biweekly payroll processing, work sequences, and planning how to update computer program masters when changes occur, such as federal withholding rules. Provides recommendations to payroll policies, procedures, and practices. Must have in-depth knowledge of wage and hour laws, be detail oriented, have strong organizational skills, and the ability to meet deadlines and handle pressure.

## **SUPERVISION AND COORDINATION**

Supervises the Payroll Specialist. Responsible for ensuring the integrity of payroll practices of accounting. Requires the ability to develop productive relationships with all levels within the organization.

## **EXTERNAL CONTACTS**

This position has contact with ADP, NovaTime/DataPro, credit unions, data processing, auditing, Washington State Labor and Industries, and U.S. Internal Revenue Service representatives. These contacts are required to keep payroll-related programs up-to-date and to respond to questions regarding responsibilities.

## **DECISIONS**

This position is responsible to the Controller for decision-making required to perform payroll, timekeeping, and other duties and responsibilities. Requires the ability to perform duties with little or no supervision. These decisions are based on established procedures and practices. Typical decisions include checking time sheets and verifying computer generated reports before and after payroll processing.

## **CUSTOMER SERVICE STANDARDS**

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

## **EDUCATION AND EXPERIENCE**

Requires a bachelor's degree and five years of experience in processing payroll for 750+ employees with responsibilities for computerized payroll related data systems and demonstrated detail-oriented skills. Requires in-depth knowledge of wage and hour laws. Experience with ADP Workforce Now required, NovaTime/DataPro a plus.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.**

## **REVIEW AND APPROVAL**

  
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Vice President of Finance/CFO

10/27/2022

Date

  
\_\_\_\_\_  
Vice President of Human Resources/CHRO

10/27/2022

Date