



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II, PAYROLL**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Supervises the daily functions and activities of the County payroll; Ensures that all employee payroll transactions are in keeping with the County's policy, IRS, FLSA, and other state/federal laws; Coordinates employee payroll activities and transactions with HR, departments and employees; Ensures that payroll accounts and payments are handled correctly, balanced and reconciled by working directly with FI, other Departments and third-party vendors; Assists departments and employees with payroll-related education/training and/or projects/information.

EXAMPLES OF WORK PERFORMED

Coordinates with HR, departments and employees for the transition of employees who are going in/out on retirement or leave of absence (FMLA, Military, workers compensation, unpaid leave etc.)

Informs the Court and coordinates with the departments and the employees any payments from or repayments of money owed to the County due to issues with COBRA, leaves of absence, military leave, and/or other

Works with auditors to ensure all payroll accounts and payments are balanced and reconciled with the General Ledger at all times, this includes posting results to the General Ledger through SAGE, as well as working on manual adjustments that must be made to transfer salary costs between departments; it also includes reviewing and making retro adjustments for the purpose of salary correction

Supervises, prepares, balances, audits and distributes the payroll; includes working with departments to find appropriate alternate methods of approval and authorization when routine methods and processes are unable to handle the situation

Prepares, balances and disburses net transfers and payments

Prepares, pays and balances all quarterly and yearly tax reporting for the County payroll

Works with HR and other departments to enter and audit large amounts of data into the SAGE integrated system

Interfaces with outside vendors and governmental agencies about payments, orders and reporting

Maintains special inventories (check stock/W-2s) and equipment (check printer) related directly to the production of payroll

Supervises Payroll Personnel to ensure that all work is done timely and correctly

Works with the Auditors Office and other departments to furnish payroll-related information and projects as needed by the County; this work may be delegated to others on the payroll staff but is still supervised

Works with the Auditor's Office to audit and review different aspects of the payroll functionality and data integrity; this also includes but is not limited to the review and analysis of retro calculations within the integrated system

Handles complex problem resolution of employees

Handles all Payroll claims within the County; identifies the claim and works with the employee to resolve any differences; this position also has the ability to make decisions on payment plans and arrangements for the paybacks; this process also includes sending reports to Commissioners Court via Claims Register each pay day

Performs all other related duties involved in the operation of the department as assigned or required

EXPERIENCE AND EDUCATION

Bachelor's degree from an accredited college or university or higher degree

Accounting major

Three (3) years of experience working with a multi-million dollar payroll which includes three (3) years of working with an integrated payroll system (sage preferred) and two (2) years of managerial and supervisory experience

CPA, CPP

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Wage & Hour, FLSA, IRS, SSA and other state and federal labor regulations and laws as they apply to payroll functions

Knowledge of ERISA, COBRA and other state and federal regulations as they apply to benefits preferred

Must have ability to use a computer (both PC and large integrated systems)

Must have the ability to communicate with others (both written and verbal)

Must be able to demonstrate good customer service skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations