



City of Council Bluffs

Job Description

Payroll & Disbursements Manager

Department: Finance Department

Supervisor: Director of Finance (dotted line reporting relationship to the Director of HR)

Location: City Hall

FLSA Status: Exempt

Prepared By: Mallory Davis, Recruiter

Prepared Date: October 2016

Union: Non-union

Pay Grade: 24

Summary: Performs professional accounting tasks and supervises activities in the City's Finance Department. Provides supervision and oversight for the timely and accurate processing of payroll, accounts payable activity, general journal records related to payroll and accounts payable, and monthly financial reporting for these functions. Work is performed under general supervision of the Director of Finance with incumbent exercising independent judgment and initiative.

Essential Duties and Responsibilities: includes the following.

- Supervise payroll and related reporting activity:
 - Assures and monitors proper processing during each payroll period
 - Records, or directs recording of, new or changed pay rates in payroll register or computer files
 - Directs computation of pay according to company policy
 - Directs compilation and preparation of other payroll data such as pension, insurance, and credit union payments
 - Reviews and approves payroll deductions
 - Interprets company policies and government regulations affecting payroll procedures
 - Directs preparation of government reports
 - Reviews payroll to ensure accuracy
 - Assures and monitors proper accounting, reporting, and distribution of all payroll withholdings and City contributions to other agencies, including but not limited to Social Security, Medicare, Federal and State taxes, IPERS, MFPRSI, insurances, and legal withholdings
 - Assures proper recording of all payroll related transactions to the General Ledger

- Assures proper preparation and submission or distribution of forms and reports for year-end payroll activity, including but not limited to W-2, 941, and pension reporting forms
- Supervise accounts payable and related reporting activity:
 - Review all city operations to determine that all potential financial transactions have been identified and accounts established to facilitate recording in the General Ledger
 - Analyzes major accounts and prepares monthly reconciliation of subsidiary accounts to General Ledger
 - Develops and implements record keeping systems, forms, policies, and procedures related billing, processing payments, and other accounts payable activities
 - Review reporting formats with department heads to determine optimum methods for reporting information
- Review the monthly payroll and disbursements activity for release to both internal and external constituents:
 - Review recorded transactions to determine all material transactions have been recorded
 - Determine that statement of operations is in agreement with balance sheet
 - Communicates and coordinates accounting policies, practices, and procedures with department and company managers and officials, vendors, reporting agencies, clients, customers, and the public
 - Adjusts errors and complaints
- Assist with department-wide activity related to the annual audit of financial statements:
 - Determine that all proposed transactions have been recorded in the General Ledger
 - Prepare any requested balance sheet reconciliations and expense analyses
 - Assist Finance Director in drafting appropriate sections of the Comprehensive Annual Financial Report
- Monitors and maintains records for federal, state, and local grants:
 - Monitors all city grant applications and expenditures to ensure compliance with applicable regulations
 - Monitors all city grants to ensure that reimbursements are timely requested and received
 - Prepares Schedule of Expenditures of Federal Awards for annual audit
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

Directly supervises three employees in the position of Accountant I. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- A Bachelor's Degree from an accredited institution in Accounting, Finance, Business Management, or other related area
- A minimum of four years' experience in professional accounting
- A minimum of four years' experience in payroll processing
- A minimum of three years of supervisory experience
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- Certified Payroll Professional preferred – if not currently certified, is able to obtain certification within 18 months of employment

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

Other Skills and Abilities:

- Thorough knowledge of generally accepted accounting principles and procedures
- Thorough knowledge of governmental fund accounting principles and procedures
- Knowledge of accounting procedures and basic internal control techniques related to the expenditure cycle and the financial reporting cycle
- Working knowledge of requirements, rules, and regulations related to payroll processing and reporting at all levels (federal, state, and local) and in all timeframes (payroll period, monthly, quarterly, and annually)
- Ability to supervise subordinate employees
- Ability to analyze and organize data
- Ability to communicate effectively both orally and in writing
- Accuracy
- Integrity
- Ability to form effective working relationships with staff, public, and other agencies