

City of Rapid City Job Description

Job Title	Payroll Manager		
Job Code:	PYBC	Bargaining Unit:	Non-Union
Pay Grade:	See Wage Scale	Date Revised:	7/31/2023
FLSA Status:	Exempt		

General Summary: This position is responsible for the day-to-day coordination and processing of bi-weekly payroll for all City employees including processing time records, compiling payroll statistics, maintaining payroll control records, and ensuring all steps in payroll processing cycle are complete and accurate. This role also serves as a technical expert for the City's web-based payroll processing. While this role does not have direct supervisory responsibilities, it is responsible for ensuring the payroll back-up is updated on payroll processing and practices.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Processes timekeeping information from multiple locations and assembling for import into payroll program, audits for accuracy and seeks clarification action as necessary.
- Assists management, staff and other agencies in matters pertaining to compensation and benefits such as compliance with union contracts, retirement, sick leave, garnishments and other payroll assignments.
- Maintains the City pay matrix for nonunion personnel and bargaining units and related job code classifications. Prepares projects and various reports as requested by Department Directors for budgeting, union contract negotiations and compensation studies.
- Ensures that all sensitive employee data is maintained in the payroll system, including but not limited to health, dental, life, retirement and flexible benefit plans and all other supplemental deductions.
- Prepares and maintains various reports and spreadsheets for payroll.
- Processes garnishments, levies, and other payroll tasks such as financial employment verification requests.
- Monitors out-of-class pay, sick leave usage, overtime patterns, and other trends; and, reports inconsistencies, irregularities, and/or unusual occurrences to the respective supervisor.
- Ensures payroll back-up is trained on current payroll practices, methods and processes (external and internal) and is capable to handle payroll processes while incumbent is on leave.
- Balances year-end data and transmits statements, reports, and disbursements as appropriate for timely payroll administration. Prepares budget numbers related to payroll and benefits for the Community Resources Department and as necessary for other City departments.
- Maintains and expands knowledge and understanding of existing and emerging federal and state laws/regulations affecting payroll law. Identifies trends that could impact the City's objectives and/or operational resources and makes management aware as appropriate.

Qualifications:

Education and/or Experience:

Associate's degree or equivalent from an accredited two-year college or technical school and (4) four years progressively responsible experience in payroll administration. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the work is performed in front of a computer with long periods of sitting. The noise level in the work environment is usually moderate and may include frequent interruptions. Involves face-to-face, over-the-phone and electronic communication with employees, members of the public and third-party vendors.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.