

Payroll Manager

State of Nebraska, Department of Administrative Services

Permanent Full-time position

Hours: Monday-Friday 8am-5pm

Hiring Rate of Position: \$22.850/hour

Exempt from Overtime

Location: 1526 K Street, Lincoln, NE

Posting Closes on 1/18/19 at 11:59PM

Description

The Department of Administrative Services is looking for a talented leader to support the Human Resources Shared Services Payroll team. The focus of this position will be on collaboration, process improvement, building relationships, creating efficiencies, and growing the payroll team in order to serve Nebraska. We are looking for a leader that is open to change and welcomes new or different ideas. If this sounds like you, please submit an application highlighting your talents and experience.

Qualifications / Requirements

REQUIREMENTS: Bachelor's degree in personnel management, business administration, public administration, or office/administrative management or related area and one year of experience performing or coordinating personnel activities. OR Experience coordinating or performing highly responsible personnel/human resource functions may substitute for the Bachelor's degree requirement on a year for year basis.

PREFERRED: Preference will be given to applicants with experience managing payroll for at least 3,000 employees or more.

OTHER: Regular and reliable attendance is required. Valid Nebraska driver's license is required.

Job duties

The person in this position must be a confident, experienced Payroll leader to facilitate change and direct the operations of our Payroll process for multiple agencies with different needs. Management duties will include interviewing and hiring, training, disciplinary, termination, reviews and timecard approvals. Examples of work include:

- Ensure accurate and timely processing of bi-weekly and special payrolls for all employees under the Shared Services payroll model.
- Oversee continuous improvement for all payroll processes and work flow. • Coordinate all year-end Payroll activities in conjunction with benefits.
- Provide support, training, mentoring and development to the payroll team. Lead team with a proactive, customer service orientation.

- Manage workload and provide direction for payroll team.
- Ensure payroll processes are cross-trained and documented.
- Prepare payroll reports and payroll-related reports as needed. Respond to requests for information, including creating reports as needed.
- Research and maintain compliance for all existing and new locations.
- Gather information for internal and external audits.
- Communicate with and train employees on timekeeping systems, functionalities in payroll and HR software.
- Maintain complete understanding of all applicable federal/state wage and hour laws related to payroll, including garnishments, benefits and taxes.
- Reconcile payroll quarterly filings, YTD earnings, etc.
- Ensure all recordkeeping meets organization and legal requirements.
- Attend trainings, seminars, webinars, and conferences to stay informed of changes in the profession and to improve professional skills.
- Demonstrate regular and punctual attendance.
- Special projects and other duties as assigned.

Knowledge, skills and abilities

Extensive working knowledge of FLSA and Department of Labor laws, guidelines and rules. Ability to positively receive feedback from multiple directions in a way that allows for solution focused results. This position will possess the ability to successfully collaborate, build relationships, and partner on strategic initiatives with our internal and external partners. Strong leadership skills are a must, as this position is responsible for leading a large payroll team with continued growth.