



JOB DESCRIPTION: SENIOR MANAGER, PAYROLL

DEPARTMENT:	Financial Services	REPORTS TO:	Director, Finance
JOB CLASS:	Senior Manager	PAY GRADE:	20
EXEMPT STATUS:	Exempt	DATE:	05/16/2016

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Senior Payroll Manager directs, plans, organizes, and controls all aspects of the school’s multi-state payroll functions and is the most senior Payroll position in the organization. The Senior Payroll Manager manages and directs the activities of others and compliance with multi-state and local payroll laws. This includes, but is not limited to, administrative duties involving the implementation, development and maintenance of the payroll system, oversight of time and time off modules, internal controls and records, and the oversight of the day to day payroll processing operations and related accounting entries within an automated systems environment. The Senior Manager, Payroll also processes and implements payroll, policy changes, interprets policy changes organization wide for payroll procedural changes, and ensures payment of employee tax withholding and employer contributions and prepares required reports to federal and state agencies.

ESSENTIAL POSITION FUNCTIONS:

- Manage the timely and accurate processing of payroll and payroll related data and ensure correct calculation of contract pay
- Plan, monitor, and control payroll functions for the school to be in compliance with school policies and procedures, Florida Statutes, Florida Retirement System rules and regulations, Federal wage and hour laws, Social Security Administration, and IRS and over 25 states and multiple local, city, and county withholding tax jurisdictions, and state unemployment contribution and wage reporting
- Oversee the FLVS time and time off automated modules coordinate with the payroll system
- Oversee Florida Retirement contribution reporting, State Unemployment reporting, Multi-state new hire reporting and TSA/Bencor contribution payments
- Develop, implement, and recommend policy and procedural changes to payroll functions
- Interpret organization policy changes to ensure compliance within payroll, time and time off system modules
- Manage implementation of new software, and payroll related modules
- Ensure integration systems and system software issues are reviewed internally first and resolve programming issues as permitted. Ensure elevation of necessary deficiencies as needed.
- Manage annual audits from state agencies and financial audits
- Review and direct all garnishment legal documents are processed timely
- Provide a high level of customer service to ensure that employees receive accurate, timely and appropriate information regarding payroll
- Establish training pertinent to payroll processes and systems for all employees
- Establish and maintain clear lines of communication to enforce, interpret and explain payroll policies and procedures and resolve employee issues

- Maintain employee payroll records and documents, including required data for federal and multi-state laws and guidelines
- Review and approve payroll operations internal procedure SOP's
- Stay up-to-date on federal and multi-state laws currently 26 states, Florida state board rules, multiple local, city and county laws, Florida retirement system contributions ,and policies and procedures as they relate to payroll
- Plan, organize and complete complex tasks, and evaluate results
- Manage, control, direct, and supervise assigned direct reports, including general leadership, planning, organizing, and reviewing, and succession training
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's degree in Accounting, Finance, or related field; or equivalent combination of education and relevant experience
- American Payroll Association CPP certification preferred

Experience:

- Five years' progressively responsible payroll experience
- Experience with automated payroll systems

Knowledge, abilities and skills:

- Knowledge of applicable federal, multi-state and multi local laws related to payroll functions
- Knowledge of database software, tools, and usage
- Knowledge of continuous quality improvement and principles of quality management
- Strong customer relationship skills
- Strong written and verbal communication skills
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives
- Ability to work with and through people to establish goals, objectives, and action plans

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS	INTERPERSONAL SKILLS
<i>Clearly and effectively conveys and/or presents information verbally; Shares ideas and perspectives and encourages others to do the same; Writes in a clear, concise, organized and convincing way for the target audience; the message has a distinct beginning, middle and end and is error-free; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; effectively uses multiple channels to</i>	<i>Relates well with others; treats others with respect; Shares views in a tactful, considerate way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others in various situations or settings; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and</i>

<i>communicate important messages; Keeps supervisor well informed about progress and/or problems</i>	<i>external customers; Effectively handles challenging or tension-filled situations</i>
<p align="center">CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>	<p align="center">FUNCTIONAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise; Approaches problems resourcefully and creatively; actively pursues information related to problems; effectively generates solutions in a timely manner; Embraces and utilizes new technologies; Produces high quality work in organized and timely fashion; Manages time and priorities effectively</i></p>

MANAGER COMPETENCIES FOR SUCCESS:

<p align="center">COMMAND SKILLS</p> <p><i>Relishes leading; Takes unpopular stands if necessary; Encourages direct and tough debate but isn't afraid to end it and move on; Is looked to for direction in a crisis; Faces adversity head on; Energized by tough challenges</i></p>	<p align="center">CONFLICT MANAGEMENT</p> <p><i>Steps up to conflicts, seeing them as opportunities; Reads situations quickly; Good at focused listening; Can hammer out tough agreements and settle disputes equitably; Can find common ground and get cooperation with minimal "noise"</i></p>
<p align="center">LISTENING</p> <p><i>Practices attentive and active listening with all groups/people; Has the patience to hear people out without interruption; Can accurately restate the opinion of others even when he/she disagrees</i></p>	<p align="center">MANAGING DIVERSITY</p> <p><i>Manages all kinds and classes of people equitably; Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; Hires variety and diversity without regard to class; Supports equal and fair treatment and opportunity for all</i></p>
<p align="center">DEVELOPING OTHERS</p> <p><i>Provides constructive, concrete, behavioral feedback to others through monthly development discussions; Shares information, resources and suggestions to help others be more successful; Delegates challenging work assignments or responsibilities that will help the abilities and stretch others; Regularly meets with employees to review development needs, career aspirations and progress; Constructs compelling developmental plans and executes them; Creates a climate in which people want to do their best; Is a good judge of talent; After reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization</i></p>	<p align="center">TIMELY, QUALITY DECISION MAKING</p> <p><i>Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision; Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; Sought out by others for advice and solutions; Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</i></p>
<p align="center">PROCESS MANAGEMENT</p> <p><i>Good at figuring out the processes necessary to get things done; Knows how to organize people and activities; Understands how to separate and combine tasks into efficient work flow; Can readily see opportunities or synergy and integration; Can simplify complex processes; Gets more out of fewer resources</i></p>	<p align="center">TEAM BUILDING</p> <p><i>Develops networks and builds alliances; Participates in cross-functional activities to achieve organizational objectives; Focuses time and energy to develop direct report team and peer team; Fosters commitment, team spirit, pride and trust; Recognizes and rewards people for their achievements and contributions to organizational success; Identifies and tackles morale issues; Provides training and development to employees; creates and participates in team building sessions; Empowers others; Makes each individual feel</i></p>

	<i>his/her work is important; Invites input from each person and shares ownership and visibility</i>
<p>MANAGING & MEASURING WORK <i>Clearly assigns responsibility for tasks and decisions; Sets clear objectives and knows what to measure and how to measure them; Monitors process, progress, and results; Designs feedback loops into work; Holds self and others accountable for achieving goals and objectives</i></p>	<p>COMFORT AROUND HIGHER MANAGEMENT <i>Deals comfortably with more senior managers; Presents to more senior managers without undue tension and nervousness; Determines the best way to get things done with more senior managers by talking their language and responding to their needs; Crafts approaches to working with more senior managers that are seen as appropriate and positive</i></p>
<p>MANAGERIAL COURAGE <i>Doesn't hold back anything that needs to be said; Is not afraid to provide current, direct, and "actionable" positive and corrective feedback to others; Lets people know where they stand; Faces up to people problems on any person or situation quickly and directly</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC /Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.