# Job Description

Red text denotes a field that needs to be changed by the user.

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| --- | --- | --- |
| Position Title | Department | Reports to |
| Payroll Manager | [Accounting] | [Direct Supervisor] |
| Employment Status | FLSA Status | Effective Date |
| Temporary  Full-Time  Part-Time | Non-Exempt  Exempt | [Effective Date] |

## Position Summary

The Payroll Manager is responsible for overseeing all aspects of the Payroll Department. This position oversees implements and maintains payroll systems, procedures and policies for the company.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

* Performing non-full disclosure accounting procedures for clients, including monthly financial compiled statements, A/R, A/P, time billing, P/R, G/L, tax payments, and inventory control
* Consulting with clients regarding tax planning
* Contacting clients frequently to obtain required accounting data
* Researching and resolving accounting-related questions, concerns, and problems for clients in a friendly and timely manner
* Maintaining a high rate of client retention through quality service
* Remaining abreast of tax law, and corresponding with federal, state, and local tax agencies on behalf of clients
* Establishing and maintaining a positive working relationship with clients, agencies, and coworkers to promote a quality service image
* Assisting clients with other special Accounting projects from time to time
* Performing other duties as assigned

## Minimum Qualifications (Knowledge, Skills, and Abilities)

* Associates degree in accounting, business, or a related field; or equivalent combination of education and experience
* 2+ years of accounting experience in private accounting or similar work environment
* Strong organization, oral, and written communication skills
* Ability to work independently and manage multiple projects and deadlines
* Strong computer aptitude, which includes expertise with Microsoft Excel and Word as well as experience with Accounting software, is a must
* Ability to analyze data with particular attention to detail
* Proven ability in customer service and problem resolution
* Excellent written, oral, and presentation communication skills
* Strong customer service orientation
* Excellent interpersonal skills

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

### Reviewed with employee by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Received and accepted by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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