CITY OF SAN ANTONIO
An Equal Opportunity Employer

506 Dolorosa, San Antonio, Texas 78204
(210) 207-6197 Job Line (210) 207-7280
www.sanantonio.gov

PAYROLL MANAGER
FINANCE DEPARTMENT

The City of San Antonio Finance Department is recruiting for a Payroll Manager who reports to the Disbursements and Receivable Administrator and is responsible for performing administrative and supervisory work planning, organizing, directing, and coordinating the activities of Payroll and Time Administration Section within the Finance Department. This position exercises direct supervision over professional and administrative staff.

Essential job functions include, but are not limited to, the following: Oversees and directs the day-to-day workflow distribution among staff and timely processing of multiple payrolls. Develops, reviews and maintains policies and procedures. Monitors for effectiveness, provides guidance and ensures compliance with department policies, procedures and service level agreements. Ensures the accurate and timely processing of payrolls to include payroll production, reporting, accounting and taxation. Ensures the integrity, timeliness and accuracy of payroll master data and transactional data. Ensures compliance with legal requirements and government reporting regulations affecting payroll as well as adherence to acceptable accounting guidelines and standards. Coordinates third party payroll remittances and reviews reconciliation of associated accounts for discrepancies. Prepares monthly, quarterly and annual reporting such as 941, 945 and W-2s. Manages off-cycle payroll process. Acts as a resource to and liaison between City Departments within COSA as well as external contacts. Provides technical guidance and direction. Coordinates and delivers training as needed. Interviews, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established COSA policies, procedures, and guidelines. Performs related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of governmental accounting, auditing, and financial reporting, knowledge in Generally Accepted Accounting Principles, knowledge of Federal, State, and local laws, ordinances and regulations, and, knowledge of automated billing systems. In addition, candidate must have the ability to analyze and evaluate complex accounting and financial problems, documents and reports, ability to provide administrative and professional leadership and direction to subordinates staff; ability to communicate clearly and effectively, both verbally and in writing; and, the ability to establish and maintain effective working relationships with subordinates, co-workers, City staff and the general public. This position requires that the successful candidate possess: a Bachelor's Degree from an accredited college or university with major coursework Business Administration with a concentration in Finance, Accounting, or related field; five years increasingly responsible experience within the payroll area including three years of supervisory or lead work experience; and, a valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas; and working knowledge of applicable federal, state and local laws and regulations. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background, and credential verification.

Salary is dependant on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Candidate information will be accepted until filled. Apply with cover letter, resume (detailing work and education history) with contact information to: City of San Antonio Finance Department, Attention: Renee Navarro, Human Resources Generalist, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Finance Department located at 506 Dolorosa, City Hall Annex, downtown San Antonio; or e-mailed to financerecruitment@sanantonio.gov.

For additional information, contact Renee Navarro at (210) 207-6197.

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