



LUBBOCK COUNTY
invites applications for the position of:

Payroll Manager

SALARY: Depends on Qualifications

DEPARTMENT: Auditor

OPENING DATE: 09/29/20

CLOSING DATE: 10/15/20 11:59 PM

DESCRIPTION:

Responsible for leading the payroll team, providing oversight to ensure payroll processes timely and accurately. Collaborating with Finance, HR, Legal and IT to provide a knowledgeable voice for payroll compliance issues utilizing a fully integrated enterprise system to generate bi-weekly payrolls for over 1,300 employees.

EXAMPLES OF ESSENTIAL DUTIES:

- Lead and manage the full-cycle, in-house payroll operations for Lubbock County.
- Develop, implement, and monitor procedures to ensure integrity of bi-weekly pay cycles and to comply with applicable federal, state and local laws, regulations, and guidelines.
- Oversee the preparation, reconciliation, distribution and submission of Forms W-2.
- Respond to regular and ad hoc reporting requests.
- Recommend payroll system enhancements to comply with laws, regulations, tax requirements, reporting procedures, accounting policies and organizational needs.
- Investigate and resolve complex or unusual payroll problems, which may require specialized research and analysis.
- Provide technical direction to the payroll team conducting various payroll activities and ensure compliance with established procedures.
- Ability to maintain confidentiality and manage sensitive information discretely.
- Function as a business partner to elected officials and department directors.
- Other duties as assigned.

TYPICAL QUALIFICATIONS:

Who You Are:

- Bachelor's degree in Accounting, Finance or related field.
- Three years as part of an integrated payroll team.
- Proficient in Excel.

Preferred Requirements:

- Experience managing a payroll team.
- Experience working for a government entity.
- Certified Payroll Professional (CPP) designation.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.lubbockcounty.gov>

Position #202000129
PAYROLL MANAGER
LH

916 Main Street
10th Floor
Lubbock, TX 79401
(806) 775-1695

jobs@lubbockcounty.gov
