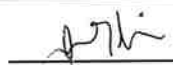



**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Payroll & Accounts Payable Manager		<b>PAY GRADE:</b> C44
<b>DEPARTMENT:</b> Financial Services	<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<b>REPORTS TO:</b> Financial Services Director	<b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>BARGAINING UNIT:</b> N/A	<b>SUPERVISOR:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
<b>APPROVED:</b>		06/16/21
	<i>Department Head/Elected Official</i>	<i>Date</i>
		06/16/21
	<i>Human Resources Director</i>	<i>Date</i>

**I. PURPOSE SUMMARY.**

Under the direction of the Financial Services Director, manages, plans and coordinates a variety of fiscal activities including the accurate preparation and/or review of financial reports; assigns, reviews, and supervises the work of staff responsible for performing functions related to Payroll and Accounts Payable.

**II. ESSENTIAL DUTIES.**

- 1. Manage, administer, and supervise the County's payroll activities.**
  1. Direct and actively participate in payroll preparation/processing, tax reporting, benefit payment contributions, and records administration.
  2. Prepare, review and approve all federal and state payroll tax forms. Stay abreast of federal and state payroll laws and filing requirements. Ensure that all federal and state payroll reports are filed accurately and prior to the deadlines.
  3. Oversee the administration and maintenance of payroll systems and related IT software related to the Banner functions. Recommends enhancements to the payroll system and financial reporting system.
  4. Interpret Internal Revenue Service (IRS) regulations that pertain to the issuance of variety of forms/review and direct the maintenance of issuing forms. Ensure the timely preparation of IRS forms.
  5. Develop controls, checks and balances for payroll processes.
  6. Investigate inaccuracies and resolve issues and problems with department personnel, internal and external auditors, and state and federal agencies.
  7. Ensure the County's full adherence to policies and regulations of employee's salaries, taxes, benefits payments, legal requirements, retirement contributions and related payroll matters.
  
- 2. Manage, administer, and supervise the County's accounts payable staff and activities.**
  1. Manage and participate in County-wide disbursement programs including daily management of the disbursement programs to ensure that vendor/employee checks and ACH transactions are properly disbursed within established disbursement deadlines.
  2. Establish schedules and methods for providing accounting services; identify resource needs.
  3. Review resource needs with appropriate management staff, allocate resources accordingly.
  4. Create and maintain policies and procedures for the accounts payable process including the analysis of key controls, reporting requirements, and a focus on customer services inquiries and resolution.
  5. Oversee and manage the year end A/P close processes, including journal entries, account reconciliations, accruals and the review of A/P general ledger accounts.
  6. Resolve inquiries on payment status for internal and external customers.
  7. Prepare and coordinate financial reports and statements related to accounts payable functions.

8. Oversee the review and auditing of disbursement documents including Request For Proposals, timesheets, travel authorizations, and various tax reports for employees in accordance with County Policy, general accounting standards, Collective Bargaining Agreements (CBA's) and federal and state laws, codes and regulations.

**3. Directly supervise and coordinate the activities of staff**

1. Manage assigned staff through appropriate delegation and work supervision meeting regularly with staff to discuss various issues, resolve workload issues and streamline processes.
2. Conducts performance evaluations and develops performance goals and objectives; interprets policy, provides leadership, direction and coaching to employees by providing assistance and training.
3. Review work in progress in order to anticipate technical and management problems; recommends changes to improve the organizations functions and processes.

Participate in the development of policies and procedures; makes recommendations for changes to improve the organization and improvements to existing standards and procedures.

**III. ADDITIONAL DUTIES.** Other related duties as assigned.

**IV. QUALIFICATIONS.**

**A. Education.** Bachelor's degree in Business, Finance, Accountancy, Public Administration or closely related field

**B. Experience.** Five (5) years increasingly responsible work experience in payroll and accounts payable or closely related experience. Two (2) years of supervisory experience preferred. Prior Government experience preferred.

**C. Education/Experience substitution.** In accordance with County policy

**D. Licenses/Certifications.** N/A

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background and credit check

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

A comprehensive, intensive, practical knowledge of a Payroll and Accounts Payable, and skill in applying this knowledge to the development of new methods, approaches or procedures.

Must have considerable knowledge of computerized payroll processing methods, techniques, records management, and local, state, and federal laws and regulations governing payroll.

Must have skill in interpreting and applying laws and regulations governing payroll, handling complex and sensitive information with utmost discretion; working independently with general supervision making determination of appropriate action to take.

Ability to establish and maintain effective and cooperative working relationships with others.

## **2. FREEDOM TO ACT.**

The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

## **3. GUIDELINES AND JUDGMENT.**

Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

## **4. PHYSICAL DEMANDS.**

The work is sedentary. Typically the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

## **5. WORK ENVIRONMENT.**

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated.

## **6. SUPERVISORY RESPONSIBILITY.**

- Directing administrative, technical, protective, investigative, professional, or complicated clerical work;
- Planning work for which programs and objectives are clearly defined and the organizational structure is fully established.

Work results impact:

- Accuracy, reliability, or acceptability of products, services, or operations of the organization, area or field office;
- Delivery of line functions to the general public.

For at least 25% of the time, directs technical, protective or complex clerical work, and plans work for which programs and objectives are clearly defined and the organizational structure is fully established. Has the authority to:

- Set a series of annual, multiyear, or similar long-range goals and objectives;
- Ensure implementation of goals and objectives;
- Prioritize goals and objectives;
- Recommend the best approach for resolving budget shortages (as needed); and
- Advise high-level program officials on decisions related to broad staffing, budgetary, policy, or regulatory matters affecting the overall program.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*