

**Open to the Public
As of June 20, 2018**

Payroll/Accounting Manager – Finance

Primary Duties:

This position performs confidential and technical accounting and supervisory work involving the performance of varied accounting duties. The employee works with considerable freedom of action in the technical direction of the daily operations of the Payroll Specialist ensuring the timely and accurate weekly and bi-weekly distribution of payroll in compliance with federal, state and local regulations. This position records, adjusts, categorizes, summarizes and analyzes financial data needed to facilitate financial control and planning following city-wide, departmental and accounting procedures. Supervision is received from the Deputy Director of Finance through discussions and periodic reviews of finished work.

Work Schedule:

Monday through Friday; 8:30 am – 5:00 pm

Education, Training and Experience:

- Bachelor's Degree in accounting from a four (4) year college or university with major course work in accounting.
- Five (5) years of professional accounting, of which two years must have been in payroll preparation and two years in a supervisory capacity directing the activities of payroll staff working in government or industry.

Licenses and Certificates:

- Possession of a valid Pennsylvania State Driver's License is required.
- Must obtain a GFOA certification within three (3) years of employment.

Comments

Salary: \$53,024.64 - \$74,234.50, dependent upon qualifications

Full-Time; Excellent City benefit package

Please submit a cover letter and resume with your application. Application materials will be accepted until the position is filled.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings.

The City of Lancaster is an Equal Opportunity Employer

Job Title:	Payroll/Accounting Manager	Job Code:	2114
Department:	Finance	FLSA:	Exempt
Job Grade:	1015 – Non-Bargaining	Effective Date:	8/2016
Reports To:	Deputy Director of Finance	Revision Dates:	6/2018

Primary Function

This position performs confidential and technical accounting and supervisory work involving the performance of varied accounting duties. The employee works with considerable freedom of action in the technical direction of the daily operations of the Payroll Specialist ensuring the timely and accurate weekly and bi-weekly distribution of payroll in compliance with federal, state and local regulations. This position records, adjusts, categorizes, summarizes and analyzes financial data needed to facilitate financial control and planning following city-wide, departmental and accounting procedures. Supervision is received from the Deputy Director of Finance through discussions and periodic reviews of finished work.

Principal Duties and Responsibilities

- Follows safe practices in the performance of duties.
- Supervises, assigns and evaluates performance and recommends discipline of subordinates.
- Provides training and guidance to the Payroll Specialist.
- Ensures the accurate and timely calculation of all payroll taxes, employee insurance premiums and other benefits payments.
- Act as backup for all state, Home and CDBG grant funds. Conducts monthly meetings with the General Accountant II to review activity in these grants.
- Maintains accounts for miscellaneous local and federal grants. Conducts monthly meetings with the General Accountant II to review activity in these grants.
- Acts as backup for the Accounting department's deposits.
- Acts as backup for the payroll position.
- Coordinates and directs the year-end payroll functions as they relate to the reconciliation, submission, and printing of W-2's.
- Compiles data for pension MMO calculations, actuarial evaluations and forms 385 and 490 as required.
- Compiles data for bi-annual OPEB actuarial evaluations as required.
- Reviews all quarterly pension plan statements and prepares reconciliations for each.
- Prepares audit work papers for all pension plans.
- Reviews and electronically submits payments for all weekly and monthly health insurance, workers' compensation and stop loss invoices and prepares audit work papers for same.
- Acts as backup for new loans, including loan set-up, amortization schedules and RLF reporting.
- Acts as backup for the approval of all Accounts Payable invoices.
- Maintains fixed assets for the Water and Wastewater Funds.
- Conducts annual performance reviews of the Payroll Specialist.
- Advises, instructs, and trains subordinate employees in the performance of their duties.
- Prepares reports for Federal, State and Local government agencies, including surveys, according to established guidelines.
- Provides assistance to the Deputy Director of Finance.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices in a financial services office.
- Knowledge of applicable local, state and federal payroll and related tax laws, regulations and statutes.
- Knowledge of governmental accounting and State and federal grants accounting.
- Considerable knowledge of the principles and practices of confidential payroll office management and accounting procedures.
- Knowledge of the Federal, State and County tax and payroll laws governing the maintenance of financial records and the reporting of financial information.
- Knowledge of auditing practices.
- Knowledge of budgeting processes.
- Knowledge of investment processes.
- Knowledge of management reporting practices.

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- Considerable knowledge of modern office management procedures, practices, and equipment as applied to accounting operations.
- Considerable knowledge of the principles, practices, and methods of accounting with particular reference to public accounting.
- Considerable knowledge of the State laws and City ordinances governing the maintenance of financial records and the reporting of financial information is preferred.
- Knowledge of the applications of automatic payroll systems.
- Advanced skill in the use of Excel, Word, Outlook or comparable PC software.
- Ability to communicate in English professionally both orally and in writing.
- Strong knowledge of payroll compliance, principles and taxes as well as local, state and federal payroll/tax regulations, including the Fair Labor Standards Act.
- Ability to read and interpret contracts.
- Ability to work effectively when time constraints require urgency and to deal tactfully and courteously with employees and the general public required.
- Ability to analyze and interpret fiscal and accounting records and computer software manuals.
- Ability to plan, lay out, supervise, and review the work of bookkeeping and clerical employees.
- Ability to establish and maintain effective working relationships with City officials and employees.
- Proven ability to work as part of a team and to collaborate successfully with other is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.

Training and Experience

- Bachelor’s Degree in accounting from a four (4) year college or university with major course work in accounting.
- Five (5) years of professional accounting, of which two years must have been in payroll preparation and two years in a supervisory capacity directing the activities of payroll staff working in government or industry.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver’s License is required.
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Environmental Conditions

Indoors, Environmentally Controlled

Safety Equipment Used or Needed

None

Comments

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.