



CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Senior Manager of Payroll Administration (Unclassified)

Department of Human Resources

Location: 2079 E. 9th Street
Cleveland, OH 44115

Rate: Commensurate with experience

Reports to: Director of HR - Employee Services

Hours: 8:30 AM – 4:30 PM
Monday – Friday

REQUIREMENTS: Bachelor's degree, preferably in management, accounting, non-profit management, finance or a related field of study. Five (5) years of experience managing a payroll function in a medium to complex organization. Three (3) years of effectively managing direct reporting staff.

RESPONSIBILITIES: Serves as the strategic leader, subject matter and functional expert for the County's payroll function. Ensures comprehensive short and long-term payroll planning and strategies. Establishes and modifies strategies and vision, aligning with County goals, organizational needs, the Human Resources (HR) service delivery model and stakeholder requirements. Serves as overall accountability manager for the entire payroll operations, including timely and accurate processing, delivery and reconciliation of all payrolls. Establishes and enforces proper and adequate processes and controls, including performing internal audits. Directs all payroll administration activities, including payments, taxation, garnishments, accounting, banking, issues/resolutions, while complying with federal, state and local laws, legislations and County policies and procedures. Develops, recommends and administers payroll policies and practices. Delivers well-documented processes that are efficient and controlled through annual business continuity testing and measured by regular metrics reporting. Establishes and updates requirements for internal controls and procedures. Reviews and performs all necessary approvals and troubleshoots problems. Performs root-cause analysis of escalated matters. Researches and interprets government regulations affecting payroll procedures. Leads and oversees payroll tax and accounting functions and processes including all tax requirements and reporting obligations. Drives continuous improvement to streamline and optimize operational effectiveness within Payroll. Ensures that customer inquiries are handled timely and appropriately. Acts as the subject matter expert and provides guidance and direction to HR Payroll staff. Testifies on behalf of the County in litigation, arbitrations, and administrative proceedings. Contributes to the evaluation and selection of technology requirements for effective payroll operations. Provides ongoing oversight, direction and supervision for all reporting staff. Mentors and develops assigned team members. Performs other duties of a similar nature as may be required.

APPLICATION PROCEDURE: Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

POSITION WILL REMAIN OPEN UNTIL FILLED.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the

Equal Opportunity Employer - Smoke-free and Drug-free Workplace.

Visit our website: www.cuyahogacounty.us

Posted: 08/29/2017