

**POSITION DESCRIPTION
CITY OF NOBLESVILLE, INDIANA**

POSITION: Payroll Manager
DEPARTMENT: Office of Finance and Accounting
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: February 2025 **STATUS:** Full-time
DATE REVISED: **FLSA STATUS:** Non-exempt

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Incumbent serves as Payroll Manager for the Office of Finance and Accounting, responsible for overseeing all aspects of payroll processing and serving as the city's primary contact for all payroll matters.

ESSENTIAL JOB FUNCTIONS:

Supervises and directs assigned personnel, including interviewing applicants, hiring and preparing related paperwork, planning/making work assignments, coordinating cross-training, providing corrective instruction, evaluating performance, and maintaining discipline.

Assists the Deputy Controller with financial management duties such as, but not limited to, operating payroll systems to protect data to mitigate risk and enhance the city's value.

Assists the Deputy Controller with accounting duties as specified by Indiana Code 36-4-10-5 such as, but not limited to:

Serves as the city's primary resource on Federal, State, and City payroll laws, regulations, and policies, including, but not limited to the Fair Labor Standards Act (FLSA), Internal Revenue Service (IRS), Indiana Department of Revenue, Indiana Public Retirement System (INPRS), annual salary ordinance, and approved union agreements.

Oversees all aspects of payroll processing, ensuring consistency and compliance with city policies and all applicable State and Federal laws. Ensures accuracy and timely processing of paychecks and filing of required reports for payroll taxes, retirement benefits, employer-sponsored benefits, and all other related withholdings.

Performs internal control duties to ensure the reliability of financial reporting, compliance with regulations, and the effectiveness of operations within the City of Noblesville. Completes internal control training as required by Indiana Code (IC) 5-11-127 regarding the safeguarding of assets, preventing fraud, and promoting operational efficiency and integrity.

Serves as primary administrator of the city's payroll software system(s), including ensuring that all relevant software applications are performing properly to account for payroll costs and disburse

employee earnings; building and generating necessary management reports; and working with software vendor support personnel and city Information Technology (IT) staff to resolve problems.

Serves as the primary point of contact for all city employees on payroll matters, including answering employee questions on earnings, deductions, and leave time; answering questions from departmental supervisors and directors about payroll rules; and collaborating with the Human Resources Department on employee benefit matters.

Maintains payroll records including, but not limited to, employee data for wages, hours worked, leave time, payroll deductions, and banking information.

NON-ESSENTIAL JOB FUNCTIONS:

Performs duties of Payroll Administrator in his/her absence.

Maintains a positive work environment, collaborating with co-workers, department directors, and city employees.

Trains various city department personnel on proper time reporting and/or payroll procedures.

Periodically attends training seminars as required or assigned, such as updates in relevant laws and issues regarding department operations.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associate degree in business, accounting, finance or related area and a minimum of three years' related work experience, or equivalent combination of education and experience. Baccalaureate Degree preferred. Certified Payroll Professional (CPP) designation preferred.

Ability to successfully complete internal controls training.

Working knowledge of department policies and procedures and legal requirements, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Advanced knowledge of and ability to make practical application of bookkeeping and accounting principles, ability to perform relevant arithmetic calculations, and maintain accurate records, including recording transactions, balancing accounts, reconciling statements, and creating related reports.

Advanced knowledge of and ability to make practical application of city personnel policies and employee benefits programs.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, postage meter, copier, and calculator. Thorough knowledge of Microsoft

Office Programs, such as Word, Excel, Outlook, Teams, and SharePoint. Working knowledge of enterprise payroll software strongly preferred. Working knowledge of UKG Workforce Ready preferred.

Ability to maintain confidentiality of department records and information as required.

Ability to supervise and direct assigned personnel, including interviewing applicants, hiring, making work assignments, evaluating performance, and maintaining discipline. Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and ability to apply these regulations/standards to employment.

Ability to understand and follow oral and written instructions, and work alone and with others in a team environment with minimum supervision. Ability to maintain a positive work environment, collaborating with co-workers, department directors, and city employees.

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, other city departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

II. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties according to a flexible, customary routine with priorities determined primarily by legal deadlines. Incumbent works with minimum supervision, with work reviewed for technical accuracy and adherence to state guidelines. Errors in incumbent's work are usually prevented through procedural safeguards and are detected through standard bookkeeping checks. Most undetected errors could result in loss of time for correction and/ or inconvenience to other agencies or City personnel.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers and other city personnel.

Incumbent reports directly to the Deputy Controller. Regularly works on assignments at the direction of the Chief Financial Officer/Controller.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting for long periods, typing on a computer for long periods, sitting and walking at will, lifting/carrying objects weighing less than 25 pounds, close/far vision, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended, weekend and/or evening hours and occasionally travels out of town for training/seminars, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Payroll Manager for the Office of Finance and Accounting Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____ If yes, please explain: _____

Applicant/Employee Signature

Date

Name Printed