**JOB DESCRIPTION**

**Date Created/Revised:** 2/28/2017

**Job Title:** HRIS Administrator and Payroll Manager

**Department:** Finance Department

**Salary Grade:** 30

**Employment Type:** Full-Time

**Reports to:** Controller

**FLSA Category:** EXEMPT - Minimum working hours of 40 hours per week without overtime pay. May frequently work >40 hours per week, including after-hours, weekends and on-call, when required.

**Is this a Mobile/Field position that requires driving and/or traveling?** No

**NOTE:** Employees assigned to driving duties must meet the following criteria: 1. Possess a current, valid driver's license for the state in which the employee performs driving duties. 2. Have a driving record free of major infractions such as: DU/DWI, etc., according to company policy. 3. Possess/maintain a clean driving record (3 points or less) and remain insurable under our company's liability insurance policy.

**Travel Requirement:** 0%

**DSA:** SF/Bay Area

**Office Location:** San Ramon - 12667 Alcosta Blvd., Suite 500, San Ramon, CA 94583

**OSHA Category:** 1

**Standard Shift:** 8 hours per day

**Work Schedule:** Monday through Friday

**NOTE:** The above schedule is a guideline of a typical shift or workday and may be subject to change.

**Additional Work Schedule Information:**

**Position Summary:** The HRIS and Payroll Manager will provide design, configuration and support as well as the overall management of the of the information systems to support HR, Payroll and other interrelated functions for the organization. The incumbent is responsible for the maintenance and development of HRIS systems and solutions coordinating HRIS projects. Direct and oversee all payroll functions. This will require knowledge of the general configuration of time and attendance systems, i.e. pay and work rules and pay and work rule building blocks and
have a solid understanding of federal, state and local labor laws. Identify training needs for HRIS end-users and develop training resources. Deliver analysis, tools and standard reporting solutions to support decision making needs within the organization. Coordinate with the team on the development and maintenance of custom reports and interfaces with internal/external systems and vendors. Identify process improvements, innovative solutions and system enhancements to improve business efficiency.

**Required Qualifications:**

- Five or more years' experience in a related field, including experience with HRIS and Payroll Systems
- Bachelor's Degree in a related field or equivalent experience
- Minimum of two years providing direct or indirect supervision to others
- Understanding of HR processes and data, including eligibility and enrollment rules, and benefit procedures in orders to ensure correct implementation and interface with existing Firm system
- Understanding of HRIS database design, structure, functions and processes and experience with database tools
- Strong background in data integrity analytics and audits
- Proficiency and knowledge of HRIS Software, including configuration, conversion and pre/post-implementation experience
- Comprehensive knowledge and experience with complex payroll administration, and an extensive knowledge of California and Federal Wage and Hour Laws, payroll tax laws and regulations, and IRS code pertaining to payroll issues.
- Experience with report writing software including business analysis
- Experience with project management and the ability to present technical information in an easy to understand format
- Ability to work discreetly with confidential information
- Skilled in anticipating challenges, managing competing priorities, effectively communicating with all stakeholders, and maximize the use of the HRIS systems to lower the cost of ownership
- Provide excellent customer service and direction for timely and accurate payroll preparation and processing
Preferred Qualifications: Proficiency and knowledge with Ceridian Dayforce, including configurations, conversion and pre/post-implementation experience. American Payroll Association (APA) Certification – CPP/FPC and experience with healthcare payroll preferred. 403B Plan administration.

Years of experience: 5

Education: Bachelors

Physical Demand of Work (Full & Unrestricted): NOT APPLICABLE

Repetition of Physical Demand of Work: NOT APPLICABLE

Professional Licenses/Certification: License(s)/certification(s). Please state if required, preferred or N/A.

EMPLOYEE ACKNOWLEDGEMENT:
I acknowledge that I have received and reviewed the job description for my position and I feel that I can meet the requirements with or without reasonable accommodations. I understand that this job description is intended to describe the general content and requirements of the job and that it is not an exhaustive list of all duties, responsibilities and requirements of this position. I understand that Donor Network West has the right to revise this job description at any time.

____________________________________________________________
Employee Signature                                                                             Date