Title: Payroll and Wage & Hour Compliance Manager

Department: Finance
Effective Date: 12/6/2016
FLSA Category: Exempt
Salary Grade: 27

GENERAL JOB FUNCTION

The Payroll and Wage & Hour Compliance Manager is responsible for supervising and coordinating the daily operations and activities of the Payroll Department, and the monitoring of all wage and expense reimbursement payments made to Donor Network West employees to ensure that they are properly processed, recorded, and in compliance with all applicable Federal and State laws and requirements, as well as Donor Network West organizational policies and procedures.

The Payroll and Wage & Hour Compliance Manager is also responsible for the implementation and administration of mandated timekeeping and payroll projects, and software updates and implementations.

This position is responsible for the enforcement, training and monitoring of employees and managers on payroll-related wage and hour compliance matters, including organizational policies and procedures, and Federal and State wage and hour laws.

Key Skills:

Effective decision making with excellent planning, organizational, analytical and problem solving skills. The ability to manage many changing priorities while meeting all mandatory deadlines. Maintains a high level of integrity and accountability. A team player with good customer service, training, and presentation skills. Capable of building strong internal relationships and working collaboratively to ensure the correct interpretation and implementation of pay rules and other employee benefit plan rules.

Key Responsibilities:

Ultimately responsible for the weekly disbursement of two bi-weekly payrolls on alternating weeks, including garnishments, benefits and taxes consistent with Federal and California wage and hour laws. Manage the day-to-day payroll processing functions in accordance with all Federal, state and local laws, and organizational policies and procedures. Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service. Keeps up-to-date on payroll tax law/regulation changes. Oversees fiscal and calendar year-end processing of payroll. Handles any necessary information in regards to any federal and state agency audits, internal audits and ensures accuracy and compliance. Develops internal operating procedures and controls for the processing and distribution of payroll. Recommends and implements changes leading to best-practice and compliant operations. Reviews all aspects of payroll and 403b administration for compliance with California and Federal labor laws. Regularly reviews and audits payroll and timekeeping practices to ensure compliance with all applicable state and federal wage and hour laws. Creates and prepare relevant management reports, including weekly, monthly, quarterly and year-end reports.

QUALIFICATIONS:

1. Bachelor’s degree and 10 plus years of payroll experience in a mid-sized company or equivalent combination of education and experience.
2. Minimum of 5 years payroll management/supervisory experience required.
3. Comprehensive knowledge and experience with complex payroll administration, and an extensive knowledge of California and Federal Wage and Hour Laws, payroll and tax laws and regulations, and IRS code pertaining to payroll issues.
4. Ability to effectively communicate, build rapport and work with Donor Network West managers and employees to train, monitor and ensure wage and hour and timekeeping compliance at all levels and within various departments.
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5. Experience in writing and implementing compliant policy and procedures.

6. Expert knowledge and experience of Ceridian Dayforce timekeeping and payroll systems including implementation, and report writing.

7. Proficient at MS Office with excellent Excel skills.

8. Must be able to work flexible schedules as needed.


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