



POSITION TITLE:	Payroll Manager
FLSA:	Exempt
REMOTE:	HYBRID
MEDICAID:	YES
CREATED DATE:	6/11/2024
REVISION DATE:	

## POSITION SUMMARY

The Payroll Manager will be responsible for managing and overseeing all aspects of payroll processing to ensure accurate and timely payment of wages. This role involves working closely with the HR and finance teams to maintain payroll data integrity, comply with relevant regulations, and provide insightful financial reporting. The Payroll Manager will have strong expertise in using payroll systems and accounting systems, ensuring seamless integration and efficient payroll operations. Attention to detail, problem-solving skills, and the ability to handle confidential information with discretion are essential for success in this role.

## ABOUT US

CSS is a Catholic human and social services agency and behavioral health care provider that welcomes people of all faiths through its programs and employment. We provide help for our Alaskan neighbors through a variety of supportive service programs, including emergency shelter, food stability, housing, case management, and refugee assistance. CSS empowers individuals and families on their path to permanent stability, creating thriving communities for all. Located in Anchorage, Alaska, CSS is a nationally accredited organization through the Council on Accreditation (COA), which recognizes that CSS provides high quality services that meet best practice standards in the social service field.

**Mission:** We compassionately serve those in need, strengthen individuals and families, and advocate for the common good.

**Vision:** All Individuals and Families are Flourishing.

**Impact Statement:** Catholic Social Services empowers individuals and families on their path to permanent stability, creating thriving communities for all.

**Guiding Principles:** - Catholic Social Teachings - Reverence for humanity - Striving for excellence - Empowering personal fulfillment - Strengthening through collaboration –

## ABOUT OUR PROGRAM/DEPARTMENT

The Finance and Grants Department at Catholic Social Services (CSS) - Alaska plays a crucial role in ensuring the financial health and sustainability of the organization. With a strong focus on accounting functions, including accurate financial recording, reporting, and compliance with applicable financial regulations, this department lays the foundation for CSS's fiscal integrity. In conjunction with these accounting responsibilities, the department also actively engages in grants management. It is responsible for securing, tracking, and effectively utilizing grants to support CSS's mission of providing compassionate and comprehensive social services to individuals and families in need across Alaska. This dual emphasis on accounting and grants management ensures CSS maintains transparent and accountable financial practices while maximizing the impact of grant funds in fulfilling its mission.

## REQUIRED COMPETENCIES

**Teamwork:** Demonstrates great interpersonal skills, fostering teamwork and open communication within the agency.

**Software and Systems:** Possesses proficiency in Microsoft Office, especially Excel, leveraging these tools for efficient data analysis and contributing to overall financial management success. Experience in financial management software.

**Research:** Adept at reading and interpreting regulation, code, and law. Ability to apply findings and generalize knowledge across multiple scenarios.

Critical Thinking: Analyze facts and observations and apply findings to guide problem solving.

Self-sufficiency: Ability to work independently and self-guide day to day activities. Adept at understanding when to involve others and ask questions.

Decision Making: Approach problems and decisions methodically and objectively. Uses sound judgement when making decisions and understanding the impacts to themselves, their team and the organization. Makes timely decisions.

## RESPONSIBILITIES:

- ❖ Payroll Processing:
  - Manage and process bi-weekly payrolls using payroll system (ADP), ensuring accuracy and timeliness.
  - Calculate wages, overtime, bonuses, and other compensations, ensuring compliance with company policies and legal requirements.
  - Validate payroll data, including new hires, terminations, salary adjustments, and garnishments.
- ❖ Compliance and Reporting:
  - Stay updated on federal, state, and local payroll regulations to ensure full compliance.
  - Prepare and submit payroll tax filings, including quarterly and annual reports and W-2s.
  - Generate and distribute various payroll reports, including labor cost summaries, tax liability reports, and payroll registers.
- ❖ Data Management and Integrity:
  - Maintain accurate and up-to-date payroll records, ensuring data integrity in both payroll system (ADP) and accounting system (Sage Intacct).
  - Conduct regular audits to verify payroll data accuracy and resolve discrepancies.
  - Collaborate with HR to ensure synchronization of employee data, such as benefits, leave balances, and employment status.
- ❖ System Expertise and Support:
  - Utilize payroll system (ADP) for payroll processing, reporting, and employee self-service functions.
  - Use accounting system (Sage Intacct) for financial management, integrating payroll data for seamless financial reporting and analysis.
  - Assist with training and support to staff on the functionalities and best practices of payroll system (ADP) and accounting system (Sage Intacct).
- ❖ Reconciliation and Analysis:
  - Conduct regular payroll reconciliations, including liability reconciliations related to payroll transactions.
  - Analyze payroll data and trends to support strategic financial planning and budgeting efforts.
  - Assist in month-end and year-end closing processes, ensuring accurate payroll-related financial statements.
  - Assist with payroll allocations on grant reporting, ensuring time is accurately tracked on a grant.
- ❖ Problem Resolution and Process Improvement:
  - Investigate and resolve payroll discrepancies, coordinating with HR and management as necessary.
  - Provide exceptional customer service to employees regarding payroll-related matters.
  - Implement best practices and streamline procedures to enhance the accuracy and efficiency of payroll processing.
- ❖ Confidentiality and Ethics:
  - Handle confidential payroll information with the highest level of integrity and discretion.
  - Adhere to company policies, procedures, and ethical standards in all payroll activities.
- ❖ Other:
  - Act as a backup for Accounts Payable and Accounts Receivable functions.
  - Perform other duties as assigned.

**QUALIFICATIONS:**

Bachelors degree in accounting or an associate degree in finance, Business Administration, or a related field with four (4) years of experience may be substituted for the required education.

Certified Payroll Professional (CPP) or similar certification is a plus.

**WORK ENVIRONMENT**

Work environment: Work is performed in a standard indoor office.

Physical demands: Occasional lifting of up to 25 pounds. Frequently sitting or standing at a desk for several hours at a time.

Travel: n/a

Location: 4600 Debarr Rd, Anchorage, Alaska 99508

_____ / _____	_____
<i>Employee Name</i>	<i>Employee Signature</i> <i>Date</i>
_____ / _____	_____
<i>Supervisor Name</i>	<i>Supervisor Signature</i> <i>Date</i>