



Payroll Manager

\$64,853-\$81,067

Open Until Filled

The Payroll Manager will play a pivotal role in overseeing and managing all aspects of payroll operations for a company with 800+ employees. The position requires expertise in various payroll functions, including knowledge and skill in a financial environment, knowledge of labor laws, DOL regulations, payroll tax regulations, ADP, retirement and termination payouts, payroll checks processing, timecard management, vacation tracking, sellbacks, floaters, reimbursement processing, union dues handling and garnishment administration. Additionally, the role involves the supervision of three payroll technicians to ensure efficient and accurate execution of payroll processes.

ESSENTIAL FUNCTIONS

- Supervise and execute the end-to-end payroll process for 800+ employees accurately and in compliance with legal and company policies.
- Ensure timely and accurate processing of payroll checks, including regular and special compensation, and other incentives.
- Oversee the collection and verification of timecards, ensuring accurate recording of hours worked and adherence to company policies.
- Manage vacation accruals, sellbacks, and floater days, ensuring accurate tracking and reporting.
- Manage the processing of final pay and retirement payouts for employees leaving the organization.
- Handle various deductions such as union dues, garnishments, and other payroll-related deductions.
- Provide leadership and guidance to payroll technicians, ensuring their adherence to best practices and company policies.
- Stay current on federal, state, and local payroll regulations, ensuring company payroll processes remain in compliance.
- Work with legal and finance teams to address any payroll-related compliance issues.

QUALIFICATIONS and EDUCATION:

Bachelor's degree in Business, Finance, Accounting, or related field or an equivalent combination of education and experience related to the position may be considered. Extensive experience in payroll management, with a focus on large employee populations (800+). Proficiency in using ADP. Strong understanding of payroll laws, regulations, and compliance requirements. Knowledge of union dues, garnishments, and other specialized payroll deductions. Excellent attention to detail and accuracy in processing payroll transactions. Strong communication and interpersonal skills.

TO APPLY:

Apply at 3910 N. Sun Tran Blvd., or e-mail resume and cover letter to suntranhr@tucsonaz.gov.

We are an Equal Opportunity/Reasonable Accommodation Employer