



## VACANCY ANNOUNCEMENT

**Job Title:** Payroll Manager

**Department:** Payroll

**Union:** Non-Represented

**Salary Range:** A-21, \$73,104 - \$97,834

**Posting Period:** Friday, May 24, 2019 – Thursday, June 6, 2019 - Internal Only

### General Description:

The Authority is looking for a qualified individual to manage the Payroll department's staff and daily payroll functions. The Payroll Manager will be responsible for managing the entire payroll process for four different payrolls from beginning to end. Furthermore, manage the payroll/time control staff's duties on the daily basis. The Manager should possess formal knowledge of the Authority's payroll processes and time and attendance policies. The Manager also oversees the process, procedures, and payments for the quarterly and annual payroll tax liabilities and other finance requirements relevant to payroll. The Payroll Manager will produce short term and long term strategies for continuous improvement in payroll operations, ensuring accurate time control and payroll record keeping for each employee. The Payroll Manager reports directly to the Assistant Controller of the Finance department.

### Principal Duties:

1. Generate and confirm payroll records, tax reports, tax payments, and union payments ensuring completion and submission on a timely basis.
2. Reviews quarterly submissions to federal, state and city agencies and ensure that they are completed and submitted on a timely basis.
3. Complete all incoming correspondence relating to time control or payroll requests from all outside agencies, including child support records, IRS levies, bankruptcies, and requests for mortgage applications
4. Maintain continuous communication with Human Resources, Risk Management, and Finance to ensure accuracy of time and salary entry for relevant payroll and personnel actions
5. Keep track and process all union agreement payroll obligations i.e. Shoe Allowance and Technology fees
6. Monitor and approve departmental staff's leave requests

### Required Knowledge, Skills and Abilities:

1. Knowledge of payroll processes, tax laws at the federal, state and local levels
2. Knowledge of payroll systems and terminologies
3. Knowledge of FLSA
4. Ability to perform tax calculations
5. Ability to work under pressure and meet deadlines
6. Ability to be proactive and plan for scheduled payroll actions
7. Ability to implement payroll systems, policies, and procedures
8. Ability to apprehend and implement union agreement payroll obligations
9. Ability to manage and lead staff to excellent performance
10. Ability to Multi-task
11. Must be highly organized

**Hours:** Monday through Friday, 8:30 a.m. – 5:00 p.m. and as required.

**Minimum Acceptable Training, Experience, and Education:**

1. BA/BS preferred
2. Payroll fundamental training and or Payroll Professional Certification preferred
3. Minimum of three years' experience in processing payroll, reconciling and filing taxes at the federal, state, and local levels required
4. Acceptable combination of training and experience.

**SELECTION CRITERIA: Qualified applicants will be contacted for an interview**

TESTING: N/A

TESTING CRITERIA:

60% - ORAL INTERVIEW,

30% - ATTENDANCE,

10% - LATEST ANNUAL PERFORMANCE EVALUATION.

APPLICANTS WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 OR HIGHER WILL BE PLACED ON THE ELIGIBILITY LIST

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PLEASE SUBMIT RESUME TO:

DARRYL WHITE, DEPUTY MANAGER  
HUMAN RESOURCES DEPARTMENT  
PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET, SUITE 5400  
PHILADELPHIA PA 19106