HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Payroll Manager

**Job Code:** W0905
**Pay Grade:** WQ
**Pay Scale:** $35.61-$66.69 Hourly; $74,068.80-$138,715.20 Annually
**Exempt:** No

## OVERVIEW

Manage all aspects of the agency's compensation operations, ensuring compliance with all laws and tax obligations, supervise the payroll and benefits accounting team, and maintain accurate payroll records.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Plan, coordinate, and oversee payroll and benefits accounting operations, including developing systems to process payroll account transactions (e.g., salaries, leave, benefits, garnishments, deductions, taxes, third-party payments), coordinating timekeeping and payroll systems, overseeing the processing of payroll changes (e.g., new hires, separations, raises), and entering accounting transactions to record and reconcile benefits properly.
- Evaluate, reconcile, and problem-solve payroll, benefit accounting, and internal control processes.
- Maintain accurate records, prepare payroll-related tax returns, and reports.
- Respond to inquiries and resolve any problems or complaints.
- Supervise, coach, and evaluate assigned staff; assign work, set priorities, and provide training to promote consistency and accuracy; provide ongoing feedback and initiate corrective action, up to and including dismissal, as needed.
- Train staff on payroll and benefit accounting procedures and cross-train the team to maximize staff efficiency and flexibility.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Knowledge of payroll principles and best practices related to payroll, timekeeping, and absences.
- Knowledge of governmental accounting and auditing principles, practices, procedures, methods, and theory.
- Knowledge of supervisory principles, practices, and procedures.
- Working knowledge of laws, rules and policies governing payroll, taxes, leave, fiscal, and accounting books, records, and accounts.
- Working knowledge of the specific accounting and reporting requirements and complete accounting cycle.
- Working knowledge of budgetary procedures and controls.
- Working knowledge of computerized accounting systems.
- Proficiency in the use of Microsoft Office Suite.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to work both independently and as part of a team.
- Ability to schedule, assign, monitor, review, and evaluate the work of assigned

subordinate(s).
- Ability to pay strict attention to detail.
- Ability to read, comprehend, interpret, and apply job-related laws, rules, policies, and procedures.
- Ability to analyze and audit accounting, fiscal, and/or payroll data and reports.
- Ability to stay up to date on changes in laws and regulations related to compensation.
- Ability to use Workday payroll management software.

## SKILLS

- Leadership
- Accounting Payroll
- Time Management
- Organizing
- Communication
- Workday Payroll Accounting
- Payroll Operations
- Customer Service
- Problem Solving

## WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, it may be required to respond promptly to duties and responsibilities as assigned by the management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Six years of related work experience in payroll and accounting or a related field, including experience with payroll management software.

OR

- An associate degree from an accredited institution of higher education with a major in accounting, business administration, or a related field.
- Five years of related work experience in payroll and accounting or a related field including experience with payroll management software.

OR

- A bachelor's degree from an accredited institution of higher education with a major in accounting, business administration, or a related field.
- Four years of related work experience in payroll and accounting or a related field, including experience with payroll management software.

## ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the

professional appearance of the Sheriff's Office must be covered with appropriate white, black, or neutral covering.

- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana uses within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation, including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodation. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.