

**Job Code:** U8819  
**Pay Grade:** UI  
**Pay Scale:** \$90,410.17-\$135,615.26 Annually  
**Exempt:** Yes

## OVERVIEW

The Fiscal Payroll Manager is a critical position within the Sheriff's Office Financial Services Division (FSD) responsible for managing all aspects of the agency payroll operations, ensuring compliance with the laws and tax obligations, supervising the payroll team, and maintaining accurate payroll records.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Plan, coordinate, and oversee all aspects of various tasks of completing payroll including, but not limited to, developing systems to process payroll account transactions (e.g., salaries, benefits, garnishments, deductions, taxes, third-party payments), coordinating timekeeping and payroll systems, and overseeing the processing of payroll changes (e.g., new hires, terminations, raises) and system upgrades.
- Develop and implement policies and procedures for payroll to ensure compliance with relevant laws and internal policies.
- Evaluate, reconcile, and problem solve payroll and internal control processes.
- Maintain accurate records, prepare payroll related tax returns, and reports.
- Liaise with auditors and manage payroll tax audits.
- Respond to inquiries and resolve any problems or complaints.
- Manage and direct the activities of the payroll team in achieving established organizational goals and objectives; coordinate functions; assign, monitor, and review work; evaluate performance providing feedback, coaching, mentoring, or initiating corrective action as needed, including termination.
- Train payroll staff on payroll procedures; cross-train the team to maximize staff efficiency and flexibility.
- Develop and implement a plan for the long-term succession of payroll staff.
- Collaborate with other agency areas (e.g., FSD Accounting, Human Resources) to ensure all aspects of payroll (e.g., procedures, systems) are performing efficiently; make updates and/or modifications as needed.
- Represent FSD during the training of new supervisors to provide training on payroll procedures.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of applicable laws and regulations including those related to payroll and payroll taxes.
- Knowledge of payroll principles and best practices related to payroll, timekeeping, and absences.
- Knowledge of supervisory principles, practices, and procedures.
- Excellent leadership, communication, customer service skills, and problem-solving skills.
- Strong organizational and time management skills.

- 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 establish and maintain effective and cooperative internal and external working relationships with those contacted in the course of work.
- 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 stay up to date on changes in laws and regulations related to payroll.
- Ability to use payroll management software.

## **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, may be required to respond promptly to duties and responsibilities as assigned by 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.
- Eight years of related work experience in payroll or a related field including experience with payroll management software.
- Four years of supervisory experience.

OR

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

OR

- A bachelor's 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 or a related field including experience with payroll management software.
- Two years of supervisory experience.

## **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 an 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 accommodations. 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.

## **PREFERRED QUALIFICATIONS**

- Experience with enterprise resource planning (ERP) integration within the last five years.