

July 13, 2020

New Job Posting

Payroll Manager — City of Independence, MO

The City of Independence is seeking a highly motivated, solutions-oriented individual to join the Finance & Administration (F&A) Department. As a member of the F&A team, the Payroll Manager will be a part of a culture of innovation, initiative, and collaboration. Using the City's Strategic Plan as a guiding principle, this position will give the opportunity to showcase expertise and ingenuity. The ideal candidate will support the City by overseeing and managing all aspects of a complex payroll for approximately 1,100 employees and by serving as the functional and technical expert for all payroll and HR modules. The candidate must have strong interpersonal relationship skills, strong organizational skills with attention to detail and accuracy, and the ability to handle multiple tasks in a fast-paced environment. The ideal candidate is solutions-focused, diligent, driven to action, and assumes responsibility, taking pride in their work.

Minimum Qualifications: A Bachelor's degree in a related field, such as accounting, payroll, business, management, or finance; plus at least 5 years of direct payroll experience, preferably in a labor and/or government environment. Demonstrated payroll leadership and direct supervisory experience is required. Strong systems knowledge including experience with Munis systems is a plus. A CPP certification is desirable. Must complete required NIMS level training within first six months of hire. Drug testing; Background check; In addition to the application, testing and/or examinations may be required for further consideration on this position. **Bilingual Skills Preferred** **Knowledge, Skills, and Abilities:** Knowledge of basic budgetary and accounting principles, practices, and concepts, and administrative principles and practices, including goal setting, program budget development and implementation. Knowledge of applicable state, federal and local laws, rules and regulations. Skilled in written and verbal communication. Strong interpersonal relationship skills with employees, vendors, and other involved personnel to provide the best possible solution for all parties concerned and ability to effectively present ideas clearly. Strong organizational skills with attention to detail and accuracy. Ability to recognize deviations from specifications and provisions. Knowledge and skill in computer software applications related to work including Microsoft Office suite products. Ability to handle multiple tasks and prioritize work. Ability to mentor, train, and guide others. Ability to recognize and protect confidential information. Ability to comprehend City policies and procedures dealing with human resources, accounting, and contractual obligations, and the ability to understand, interpret and communicate contractual and financial terminology. While performing the essential functions of this position, the employee is frequently required to walk, sit, use repetition of hands and fingers, ability to reach with hands and arms, climb, balance, talk, hear, and lift and/or move up to 10 pounds; the employee is also occasionally required to lift and/or move up to 30 pounds. **Typical Working Conditions:** Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt or dust. The incumbent's working conditions are typically moderately quiet.

TO APPLY: Apply online at <https://www.indepmo.org/hr> **Position is Open Until Filled. EOE**

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