



Kettering Health Network

Finance Manager – Payroll

JOB DESCRIPTION

REPORTS TO: Network Director of Finance

DATED REVIEWED:

JOB SUMMARY:

Works collaboratively with the Director of Finance to provide overall direction of the Payroll functions for the entire Network. This position is the most senior person in the organization responsible for Payroll and related activities: monitoring network payroll activities, creating processes and policies, ensuring accurate and timely payments to employees for wages and salaries, guaranteeing appropriate deductions are withheld to satisfy local and federal regulations, reviewing data and systems, communicating throughout organization the network's salary, benefit and payroll procedures/policies to promote successful achievement of organizational goals.

Competencies:

- Demonstrate up to date job knowledge of systems management and database applications.
- Advanced knowledge of computer systems with emphasis on Time & Attendance and Payroll software systems
- Professional in all communications, written and verbal.
- Strong leadership skills for directing and managing payroll staff.
- Strong follow-up skills, organization skills, & attention to detail.
- Customer service orientation toward internal Kettering Health Network department customers.
- Ability to work in deadline driven, high stress environment while maintaining professional demeanor.
- Highly proficient with system functionality, report writing, and financial reporting needs.
- Current on Department of Labor laws, IRS regulations, reporting requirements and future issues in payroll.
- Strong skills with computers and computer-related equipment required.
- Project Management skills.
- Able to accept change and constructive criticism.

KEY JOB RESPONSIBILITIES:

- Directs the activities of the Payroll Coordinator and Payroll Staff.
- Responsible for all aspects of assuring that the biweekly Payroll process runs smoothly and reliably.
- Develops and controls all tasks necessary to accomplish the organization's payroll processing objectives.
- Ensure processes are developed to maximize the systems functionality for Time & Attendance and Payroll systems.
- Full responsibility for all payroll withholdings, tax filings, and W-2 processing .
- Oversees tax reporting and Time & Attendance and Payroll system administration.
- Assures that the organization is in full compliance with all Department of Labor laws and IRS regulations, state income tax laws and local income tax laws.
- Maintains relationships with internal and external auditors and state and federal agencies.
- Oversee Kettering Physician Network payroll, processing and reporting.
- Payroll policy review and preparation.
- Coordinate process workflow with Network and Facilities Human Resources Recruiting, Compensation and Benefit departments.
- Coordination and Planning for annual payroll related audits.
- Help define control structure of the network payroll for safeguarding assets and reporting integrity.

REQUIREMENTS:

Education:

- Bachelor's degree in accounting
- Prefer Masters degree or equivalent experience
- Prefer active CPP certificate

Experience:

- Demonstrated management skills

- 3-5 years accounting leadership experience
- At least 3 - 5 years payroll experience in a large, complex organization, preferably healthcare
- Significant experience and highly proficient with accounting systems, PC financial tools and Microsoft office applications as well as COGNOS, Crystal and SQL
- Strong written and verbal communication skills including ability to explain and discuss financial information
- Excellent problem solving skills
- Proven ability to drive process changes from the back end of the process through other departments on the front end of the process

Licensure, Certifications, Registrations:

- Prefer active CPP certificate