

Job Profile

Job Title: DIRECTOR OF PAYROLL

Job Code: 186037

TUHS Corporate

Job Information

- FLSA Status : Exempt
- Job Grade: A20
- Non-Patient Care

Job Summary

- Directs the operation of the Temple University Health System (TUHS) Payroll sections ensuring disbursements are processed efficiently, effectively and are properly controlled assuring the integrity of their financial accounting systems. The position is responsible for developing, and implementing the vision, mission, and department strategy that supports the company's overall strategic goals. This position ensures continual process improvement and provides recommendations for the new technologies, internal control processes and procedures and analytical information including payroll metrics. Other responsibilities include management of multiple projects, promotion of workforce diversity and compliance with company policies.

Education

- Bachelors Degree : Business Administration (Required)

Experience

- 10 Years experience in payroll operations. (Required)
- 5 Years experience in a Managerial, Director position or higher. (Required)
- General Experience processing payroll through ADP (Required)
- General Experience with Kronos Time and Attendance and People Soft HCM systems. (Required)
- General Experience and knowledge of laws and regulations effecting the reporting and processing of payroll information. (Preferred)
- General Experience in development of internal control processes and procedures of payroll information. (Preferred)

Required Skills

- Analytical Skills
- Customer Service Skills
- General Clerical Skills
- General Computer Skills
- Microsoft Access
- Microsoft Excel
- Microsoft Project

- Microsoft Word
- Organizational Skills
- Strong Communication Skills
- Strong Interpersonal Skills

General Responsibilities

- Complies with all Temple University Health System policies and procedures, and all applicable accreditation standards, laws and regulations, including those regarding patient confidentiality such as, but not limited to, Health Insurance Portability and Accountability Act of 1996, P. L. 104-191 ('HIPAA') and the rules and regulations implemented hereunder.
- Adheres to and promotes Hospital Safety Standards and the Safety Management Plan.
- Performs all job responsibilities in alignment with the core values, mission and vision of the organization.
- Performs other duties as required and completes all job functions as per departmental policies and procedures.
- Attends staff meetings and completes mandatory in-services and requirements and competency evaluations on time.
- Maintains current knowledge in present areas of responsibility (i.e., self education, attends ongoing educational programs).

TUHS Core Competencies

- **Respect**
 - Shows concern and consideration for others. Treats others as they would like to be treated.
 - Evokes trust in others by keeping commitments and avoiding blame.
 - Is direct and truthful. Communicates clearly and openly.
 - Responds to and resolves challenging situations in a calm and professional manner.
 - Contributes to achieving an environment where diversity is respected and valued.
- **Service**
 - Works relentlessly to achieve excellent service, and to re-establish trust if service fails to meet expectations.
 - Anticipates and responds to customers and co-workers' needs in a timely and positive manner.
 - Consistently adheres to the Service Excellence Standards.
- **Quality**
 - Makes the extra effort to achieve excellent results.
 - Takes actions to continually improve quality and safety in daily work.
 - Takes responsibility for own actions; holds self and others to high ethical and performance standards.

Management Core Competencies

- **Fiscal Accountability**
 - Maintains accountability for financial decisions.
 - Understands and manages to financial and budget targets.

- Incorporates financial analysis into strategic decisions.
- Proactively monitors and interprets ongoing financial performance and responds strategically.
- Understands business implications of decisions.
- Demonstrates knowledge of market and competition.
- **Change Management**
 - Champions change; communicates effectively by building commitment and overcoming resistance.
 - Adapts to change and develops workable implementation plans.
 - Monitors and evaluates plans and adjusts approach as necessary based on results.
- **Operational Excellence**
 - Aligns work with strategic goals and understands business impact.
 - Sets and achieves challenging goals and solves complex/practical problems.
 - Develops processes and systems that ensure consistently high performance.
 - Establishes and maintains collaborative relationships at all levels of the organization.
 - Challenges the status quo; encourages innovative ideas and new ways of doing things.
 - Steps forward to address difficult issues.
- **Decision Making**
 - Makes choices and timely decisions that are in the best interest of the organization.
 - Includes appropriate people in decision making process.
 - Gathers and analyzes information skillfully. Develops alternative solutions and explains reasoning for decisions.
 - Exhibits sound and accurate judgment in decision making.

Job Responsibilities

- **Teamwork**
 - Actively participates to move the team toward the completion of goals.
 - Makes procedural or process suggestions for achieving team goals or performing team functions; provides necessary resources or helps to remove obstacles to help the team accomplish its goals.
 - Listens to and fully involves others in team decisions and actions; values and uses individual's differences and talents.
 - Shares important or relevant information with the team.
 - Builds a positive team by offering assistance and support to co-workers, patients, vendors, and partners.
 - Puts success of team above own interests.
 - Works actively to resolve conflicts.
- **Adaptability**
 - Adapts to change and stress in the work environment and manages competing demands while maintaining high performance levels.
 - Treats change as an opportunity for learning; focuses on the beneficial aspects of change; speaks positively about the change to others.
 - Always presents a positive disposition and maintains constructive interpersonal relationships when under stress.

- Modifies behavior and tries new approaches in response to change.
- **Payroll Documentation and Leadership**
 - Makes decisions regarding personnel matter under immediate supervision including recruitment, evaluation, development, and disciplining staff.
 - Coordinates and implements all changes from the TUHS Human Resources area such as Compensation, Benefits and Labor Relations.
 - Oversees the Payroll disbursements to employees, which entails ensuring that resources are only disbursed in accordance with the TUHS policies and procedures.
 - Oversees the payroll tax fillings for TUHS entities processed by the TUHS payroll department. Ensures accurate and prompt filing of all payroll tax information, submission of weekly tax payments to the appropriate depository institutions, quarterly and annual tax return information to Federal, State and Local governments. Also oversees the annual preparation of employee W-2 forms.
 - Maintains a thorough knowledge of payroll tax laws and regulations governing the TUHS Payroll operations and disbursements. Ensures compliance with the these laws and regulations.
 - Reviews and establishes record retention policy.
 - Ensures timely preparation of all reports within area of responsibility.
- **Payroll Administration**
 - Reviews and recommends new or modified Payroll (P/R) financial systems to provide complete, accurate and efficient financial information and to ensure that transactions are processed efficiently and effectively.
 - Provides input to the Financial System Group on Payroll Group on Payroll financial systems development for the Finance department including development of system improvements that will make the business process more efficient.
 - Ensures internal accounting controls are adequate in the Payroll department.
 - Ensures policies and procedures in Payroll are and remain appropriate and adequate so that all payments are processed efficiently, timely, in accordance with TUHS policies for properly authorized payments.
 - Ensures Payroll procedures are properly documented, that departmental staff are adequately trained, and procedures are properly followed.
 - Evaluates existing procedures in the Payroll department to determine methods of reducing time and cost of the operation to improve it by creating efficiencies.
 - Oversees the processing of Payroll for all TUHS entities processed on the PeopleSoft HCM payroll system.
- **Accountability**
 - Takes responsibility for own actions.
 - Strives to improve levels of individual, team and organizational performance.
 - Measures self against standard of excellence.
 - Participates in performance improvement efforts.
 - Demonstrates efficient and effective use of organizational resources as well as systems and services.
 - Explore new opportunities to add value to the organization and departmental processes.
- **Time Management and Planning**

- Uses time effectively to ensure that all work is completed accurately and efficiently.
- Prioritizes activities and assignments; adjusts priorities when appropriate.
- Allocates appropriate time and resources for completing work; develops timelines.
- Uses peak and slow time periods effectively.

Physical Requirements, Physical Demands and Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. To request an accommodation, contact Human Resources. TUHS is committed to compliance with federal, state, and local laws regarding individuals with disabilities.

The Physical Requirements, Physical Demands and Work Environment of this job are currently under review.

Please contact your Human Resources department directly if you have any questions or require additional information.

All activities performed must be in compliance with Temple University Health System policies, Equal Employment Opportunity laws, patient confidentiality, and other Federal, State and Local Laws and regulations as appropriate. The content of this job description is intended to describe the general nature and level of work expectations performed by incumbents in this classification. They are not intended to be an exhaustive list of all position duties required and performed by the incumbent in the role. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. The organization has the right, at its sole discretion, based on business and patient needs, to alter or change the expectations and duties at any time. This document does not create an employment contract, implied or otherwise.

For HR Admin Only

Profile ID: 10000472

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