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CAREER
OPPORTUNITY

PAYROLL MANAGER

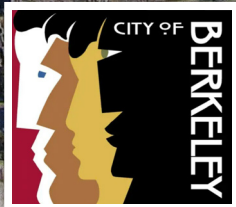
CITY AUDITOR'S OFFICE—
PAYROLL AUDIT DIVISION

CITY OF BERKELEY, CALIFORNIA

ANNUAL SALARY: \$133,765—\$175,119 DOE/DOQ

THE CITY OF BERKELEY, CALIFORNIA, IS
SEEKING AN EXPERIENCED PAYROLL MANAGER

(Classification: Audit Manager— Payroll) to ensure accurate, efficient, and compliant payroll operations within the Payroll Audit Division. Reporting to the Deputy City Auditor, the Payroll Manager will oversee a team of six that oversees the City's decentralized payroll system, reviews payroll submissions from City departments, and conducts audits to prevent fraud and maintain regulatory compliance. This role requires strong technical expertise in federal, state, and local payroll regulations, along with hands-on experience in managing highly complex payroll operations, preferably including bargained pay scales and 24-hour operations. The ideal candidate is an excellent communicator and supportive team leader, adept at guiding a highly knowledgeable team while fostering a collaborative, service-oriented work environment. The City of Berkeley runs all payroll operations in house, as opposed to utilizing a third-party vendor, so this is an excellent opportunity for a seasoned payroll professional to make a significant impact, leading with expertise and innovation. *Join a dynamic team committed to excellence; apply today!*





THE COMMUNITY & CITY

THE ICONIC CITY OF BERKELEY, CALIFORNIA, is located on the eastern shore of San Francisco Bay. It covers an area a little more than 10 square miles and is home to approximately 120,000 people who create an ethnically diverse community and an ever-evolving, culturally rich atmosphere. Known as a hub for academic excellence, scientific progress, and free speech, the City is home to the world-renowned University of California Berkeley and Berkeley City College. It is also known for its arts, culinary, and entertainment scene. There is never a dull moment in Berkeley, whether you visit the Downtown Arts District, Telegraph Avenue, or the many shops on Fourth St. Other notable attractions include its bountiful farmers' markets, Berkeley Restaurant Week, the Bay Area Book Festival, and so much more! If you're outdoorsy, check out Tilden Park or the Berkeley Marina. If you're a foodie, explore the City's many sustainable and organic restaurants or enjoy a local craft brewery. There is also the Lawrence Hall of Science, Aquatic Park, or the Steam Trains for family fun. When you live, work, and play in Berkeley, you always have something to do!

Berkeley is a charter city governed by a Mayor elected at-large and eight Councilmembers elected by district, with a City Manager appointed by the Council. The City provides a variety of services across 17 departments and operates on a budget of \$728 million with 1,750 FTE employees. The City also has eight bargaining units representing various employee groups. In addition to an engaged constituency base, the City has many commissions that discuss and advise on issues ranging from Civic Arts to Disaster and Fire Safety.

[LEARN MORE ABOUT THE CITY](#)



THE CITY AUDITOR'S OFFICE & PAYROLL AUDIT DIVISION

THE CITY AUDITOR'S OFFICE EVALUATES the City of Berkeley's compliance with local laws and regulations, assesses whether objectives are met, and ensures that services are delivered efficiently, effectively, and equitably. The elected City Auditor independently assesses City funded programs, services, and operations.

The Office is structured into two divisions: **Performance Audit** and **Payroll Audit**.

- The Performance Audit Division analyzes City operations and provides recommendations to the City Council and City Manager to enhance program performance.
- The Payroll Audit Division reviews and monitors the City's payroll system, conducting independent assessments to prevent fraud, identify incorrect payments, and safeguard against management override of controls.

This structured approach ensures transparency, accountability, and continuous improvement in City operations.

[LEARN MORE ABOUT THE CITY AUDITOR'S OFFICE](#)



THE JOB

REPORTING TO THE DEPUTY CITY AUDITOR, the Payroll Manager oversees the Payroll Compliance Program within the Payroll Audit Division, ensuring accurate, efficient, and compliant payroll operations across the City. Overseeing a direct team of six, including two Auditor IIs and four Accounting Technicians, this role ensures payroll audits and responsibilities are carried out effectively, with work naturally divided based on each department's size and function. The Payroll Manager serves as a key resource for payroll system setup and troubleshooting complex issues, while also overseeing payroll review, ensuring timely and proper payments, pay adjustments, garnishments, and employee deductions. Additionally, this role may conduct compliance audits, responds to inquiries from City departments, Council, and committees, and assists the Deputy City Auditor in developing short- and long-term payroll strategies. Providing support on bi-weekly payroll processing and quarterly and year-end closing for the Deputy City Auditor when needed, the Payroll Manager also focuses on continuous improvement by developing and implementing professional development plans for staff while ensuring the integrity and efficiency of payroll operations.



THE IDEAL CANDIDATE

THE IDEAL CANDIDATE IS AN experienced payroll management professional with a strong understanding of federal, state, and local payroll regulations, and the ability to apply these regulations in a complex and dynamic municipal environment. They should have technical ability to understand and set up different pay codes that affect tax calculations, MOU provisions and reporting requirements. While they will be detail-oriented and highly analytical, the Payroll Manager will also be an effective communicator, capable of breaking down technical information clearly and working across the organization with a team-oriented approach. A proven track record of managing teams effectively is essential, and the ideal Manager will be comfortable leading and mentoring a tenured, experienced payroll team, providing the guidance and support needed for staff development while delegating effectively and allowing staff to thrive in their roles. A high level of emotional intelligence and the ability to navigate all levels of the organization are key qualities for success in this position, as the Payroll Manager will collaborate across the organization, ensure outstanding internal customer service, and instill confidence in the Payroll Division and the City's payroll operations.



The ideal candidate will also have the following core competencies...

FINANCIAL ACUMEN. Strong understanding of payroll accounting, financial reporting, tax compliance, and the ability to analyze and interpret financial data to ensure accurate and efficient payroll operations.

TECHNICAL EXPERTISE. In-depth knowledge of payroll systems, software, and tools, with the ability to navigate complex payroll processes, ensure compliance with regulations, City policies and MOU's, and troubleshoot issues as they arise.

TALENT DEVELOPMENT. Lead and mentor a team, providing guidance for continuous improvement, professional growth, and fostering a culture of learning and accountability.

CUSTOMER SERVICE. Deliver excellent internal customer service, effectively addressing payroll inquiries, resolving issues, and maintaining positive working relationships with employees and department heads.

MINIMUM QUALIFICATIONS

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Bachelor's degree in public policy, accounting, business, finance, economics or a closely related field which has included data analysis or financial or accounting coursework.

Experience: Five (5) years of experience in payroll and benefits, using payroll-related computer software, and at least two (2) years of supervising professional or technical staff.

Licensure: Must be able to travel to various locations within and outside the City of Berkeley to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

HIGHLY DESIRED

Education: Master's degree in public policy, public administration, accounting, finance, business or related field.

Certifications:

- ▶ Certified Payroll Professional (CPP) with the American Payroll Association (PayrollOrg).
- ▶ Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or Certified Fraud Examiner (CFE).

UPCOMING PROJECTS & OPPORTUNITIES

PAYROLL MODERNIZATION. Serve as the Payroll Audit Division's representative in the initiative to modernize timekeeping by transitioning from paper-based timecards to ExecuTime, ensuring seamless integration with the City's payroll systems. This project includes coordinating with stakeholders, testing, optimizing system functionality, and providing support to enhance time tracking and payroll accuracy.

EMPLOYEE SELF-SERVICE PROJECT. Act as Department lead in the implementation of the Employee Self-Service module in Tyler Munis, ensuring smooth interaction with payroll systems, greater accessibility and convenience for the City's workforce, and improved customer service features.



SALARY & BENEFITS

This position will receive an annual salary of **\$133,765–\$175,119 DOE/DOQ**, **PLUS** an attractive benefits package that includes:

RETIREMENT. City employees are included in the California Public Employees Retirement System (CalPERS). Retirement formula is either 2.7% at age 55 or 2% at age 62, depending on the individual's eligibility.

SRIP. The City contributes 6.7% of the employee's salary (up to a maximum annual salary of \$32,400) into a 401(a) Supplemental Retirement Income Plan account (SRIP).

DEFERRED COMPENSATION. Two voluntary deferred compensation 457 plans are offered. Employees may contribute up to \$23,500 per year on a pre-tax basis.

MEDICAL PLANS. Choice of a Kaiser HMO Plan, Sutter Health HMO Plan, or cash-in-lieu.

DENTAL PLAN. Delta Dental of California or cash-in-lieu.

VISION INSURANCE. VSP coverage with frame allowance of up to \$150 every other year.

LIFE INSURANCE. \$25,000 Life Insurance and Accidental Death & Dismemberment policy. Optional Supplemental Life Insurance policy of up to \$300,000.

SICK LEAVE. 12 days per year.

VACATION. 2–6 weeks based on years of employment with the City or service in the public sector.

HOLIDAYS. 15 regular holidays 3 floating holidays annually.

ADMINISTRATIVE LEAVE. 50 hours per year.

LONG-TERM DISABILITY. Benefit is paid at 60% of salary.

OTHER. Flexible spending accounts, education and professional development reimbursement, retiree medical coverage, YMCA membership subsidy, and transit subsidy.



HOW TO APPLY

For first consideration, apply by **APRIL 21** at:

WBCP JOB BOARD



SECURE THE DATES

Round one interviews will be held virtually on **MAY 8**. Finalists will move forward to round two in-person interviews on **MAY 16**. *Selected candidates must be available for both dates.*

QUESTIONS?

Please contact our recruiter, Lauren Gerson-Greene with any inquiries:
541.664.0376 Direct **866.929.9227** Toll Free
lauren@wbcpinc.com