

# BLUE CROSS BLUE SHIELD OF LOUISIANA

## JOB DESCRIPTION

<b>POSITION:</b>	Payroll Manager	<b>JOB CODE:</b>	
<b>DEPARTMENT:</b>	Human Resources	<b>STATUS:</b>	Exempt
<b>DIVISION:</b>	Human Resources	<b>EFFECTIVE:</b>	December 2016

### **POSITION PURPOSE:**

To administer and assure the payroll system is maintained, current and in compliance with company and outside agency regulations.

To oversee the processing of time records and other payroll records according to established procedures and schedules.

To oversee the preparation, filing and reporting of all mandated federal and state regulatory requirements.

### **NATURE AND SCOPE:**

This position reports to the Director, Human Resources.

### **Activities of Direct Reports:**

This position directs the work of other Payroll staff.

### **Direct Report:**

### **Necessary Contacts:**

In order to effectively fulfill this position the incumbent must be in contact with:

Employees at all levels of BCBSLA.

Vendor, consultants, banks, governmental agencies, and internal/external auditors.

**QUALIFICATIONS:**

Bachelor's degree in accounting or related field is required. Four years of relevant experience can be used in lieu of a degree.

A minimum of four years consecutive, recent independent senior level payroll experience including thorough knowledge of payroll processes and laws, tax law, time codes, and vendor relationship management is required. Enterprise Payroll/HR system experience required. **Workday** payroll experience is highly desired.

Three years of leadership experience is required. Leadership experience can run concurrently with payroll experience.

Excellent mathematical, organizational and analytical abilities.

Expert Excel skills. SQL skills preferred.

Proficient knowledge of Outlook and Word is necessary.

CCP certification is required to ensure demonstrated knowledge of current laws and regulations affecting payroll management. Three years of senior level payroll experience can be used in lieu of a certification.

Strong and effective communication skills.

**ACCOUNTABILITIES:**

Directs processing of payroll for all Company pay groups to ensure employees are paid appropriately and regulatory compliance is met.

Administers and assures the payroll system is kept up to date and in compliance with company and outside agency regulations.

Oversees, prepares, maintains and reconciles various payroll related reports and other analysis to assist management in supporting BCBSLA strategies and to comply with company policy and governmental regulations.

Oversees the preparation, filing and reporting of all mandated federal and state regulatory requirements to ensure compliance with Company, financial and governmental regulations.

Assists employees with the resolution of payroll issues to increase understanding of and compliance with payroll policies/procedures.

Provides ongoing feedback, development and oversight to payroll employees.

**PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the accountabilities (essential functions) of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

- Job duties are performed in a normal and clean office environment with normal noise levels.
- Work is predominately done while standing or sitting.
- The ability to read, write, calculate, visualize, and analyze are required.

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*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of employees so classified.*

**Approved by:**

Area Management: \_\_\_\_\_

Date \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date \_\_\_\_\_