



HUMAN RESOURCES/PAYROLL MANAGER

West Feliciana Parish Government is looking to hire a full-time Human Resources & Payroll Manager to join our team. Qualified individuals interested in this position may email resumes to info@wfparish.org. Please include a cover letter and contact information with your resume.

This job posting will close on May 28, 2025 at 5 PM.

CLASSIFICATION

Exempt / Salaried

REPORTS TO

Director of Finance

JOB SUMMARY

The Human Resources (HR) / Payroll Manager processes bi-weekly and monthly payrolls, maintains human resource files and documents, processes HR paperwork, provides reporting for payroll and HR, and manages the life cycle of an employee from onboarding to separation. This role is responsible for all aspects of human resources and payroll. This position has no direct reports.

ESSENTIAL JOB FUNCTIONS – HUMAN RESOURCES

- Processes the onboarding of new hires including new hire background checks, Motor Vehicle checks, schedules drug test appointments, verify background/drug screen results and reviews with appropriate department directors, and prepares new employee files.
- Maintains the employee health and welfare plans in coordination with the Finance Director and Parish President's office, acts a liaison between employees and each plan carrier/insurance broker.
- Coordinates all required documents for the retirement plan and acts a liaison between employees and the retirement system.
- Administers worker's compensation and Family Medical leave requests.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and makes recommendations with regards to policies and practices to maintain compliance.
- Provides guidance and support to department heads, supervisors, and/or employees when complex, specialized, and sensitive questions and issues arise.
- Processes terminations in coordination with department directors which includes ensuring all separation paperwork is completed and filed.
- Manages the employee leave program in accordance with policies and practices.
- Maintains knowledge of trends, best practices, and regulatory changes in human resources, talent acquisition and employment law.
- Coordinates and submits all reporting items related to monthly/quarterly reports and audits.
- Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS – PAYROLL MANAGER

- Implements, maintains, and processes information in the payroll system which includes employee hourly rates, salaries, time worked, paid leave and holidays, deductions and withholdings, address changes, and other information pertinent to the processing of payroll.
- Ensures accurate and timely processing of payroll deductions for taxes, benefits, and other deductions which include withholdings and distribution of these deductions.
- Reconciles payroll to the general ledger and monthly bank statements.
- Records and processes federal and state payroll taxes and unemployment on a monthly/quarterly basis which includes generating required quarterly reports.



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- Reconciles and processes payments for all payroll related deductions including benefits, garnishments, leave, etc.
- Develops and issues W-2s and 1099 forms.
- Contributes to all audits pertaining to payroll.
- Performs other duties as assigned.

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. West Feliciana Parish is an Equal Opportunity Employer.*

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EDUCATION, EXPERIENCE, CERTIFICATIONS

- High School diploma or equivalent required.
- Bachelor's degree in Human Resources, business administration, or similar field is preferred.
- A minimum of 5 years of experience in human resources and/or payroll is required.
- SHRM-CP or PHR certification is highly desired.
- Must have a valid driver's license.
- This position requires the successful completion of a background check and pre-employment drug screening.

KNOWLEDGE, SKILLS, ABILITIES

- Thorough knowledge of employment-related laws and regulations.
- Extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes
- Ability to maintain the confidentiality of sensitive information, issues, and/or events.
- Strong analytical and problem-solving skills.
- Exceptional organizational skills with attention to detail.
- In depth knowledge of computer applications and programs, including Microsoft Office Suite, Adobe, etc.
- Experience working in governmental accounting and payroll software is preferred.
- Excellent verbal and written communication skills.
- Excellent time management skills with the proven ability to meet deadlines.
- Proven ability to work independently with minimal supervision.

WORK ENVIRONMENT & PHYSICAL DEMANDS

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, multi-lined phones, photocopiers/printers/scanners, filing cabinets, and fax machines.

The physical demands of this job described here are representative of those that must be met by an employee to successfully perform the essential job functions of this position. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with hands and arms, and occasionally lift up to 20 lbs.