



Deputy Controller, Division of Statewide Payroll

Open for Recruitment: October 26, 2018 – until filled

Salary Range: \$47-\$52 Hourly, based on experience and qualifications

KEY RESPONSIBILITIES:

Employee works directly under the Chief Deputy Controller. Presides over a staff of 15 employees within the division; Organizes activities, monitors/controls the work-flow, and manages the performance of three (3) bureau chiefs within the payroll division (Payroll Services Bureau, Technical Support Bureau, and Support Services Bureau); Oversees the development and implementation of system modifications; Monitors and approves all budget related activities regarding the division's personnel/operating/capital outlay appropriation. Works as a member of the SCO management team with other Deputy Controllers to set policy and strategic goals of the office. Employee performs additional duties as assigned.

JOB FUNCTIONS:

- Hires and retains staff within the division.
- Recommends and sets priorities on assigned tasks, and evaluates staff performance.
- Ensures effective communication among division and management staff.
- Recommends solutions to complex or unusual inquiries, problems, and issues.
- Recommends, interprets, and applies laws, rules and policies.
- Ensures consistency and compliance with governing laws and regulations.
- Gathers information to be provided to legislative committees.
- Analyzes impact of legislation on division operations and automated systems.
- Serves as SCO liaison on committees and work groups.
- Serves as SCO representative at department, state-level meetings, and task forces.
- Prepares situation analyses and/or audit responses.
- Ensures processing schedules are met for regular biweekly, university biweekly, and judicial monthly payroll cycles.
- Works in coordination with the Division of Financial Management, Division of Human Resources, Legislative Services Office, PERSI, and Office of Group Insurance.
- Provides a resource for agencies, auditors, and the public regarding information on public employees.
- Monitors internal control procedures within the division.

- Contributes to the positive performance of the whole division.

Minimum Qualifications:

- Previous experience in supervising, mentoring, coaching, advocating and inspiring staff.
- Excellent communication and leadership skills.
- Experience using collaboration tools, such as SharePoint and other messaging tools.
- Some knowledge of Federal law and state statutes relating to wages and benefits, OHR rules, and other agency requirements that pertain to HR/Payroll processing.
- Great organizational and problem solving skills with an eye for detail and accuracy.
- Reliable, with high integrity and strong work ethic.
- Commitment to the office and its constitutional mission.

If interested please send resume and cover letter to frontoffice@sco.idaho.gov