



## Example of Manager, Processing Job Description

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Our innovative and growing company is looking to fill the role of manager, processing. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for manager, processing

- Supervisor the payroll processing and data entry for high level and confidential associates
- Assist Director of Payroll and back-up Payroll Supervisors
- Develop and ensure compliance to appropriate pledge audit controls/security
- Ensure pledge information is handled efficiently and accurately
- Provides customer service to banking centers using Branch Capture system
- Ensure employees are operating according to the company's goals, objectives and core values by monitoring and reinforcing employee compliance with Company Policies & Procedures government and industry regulations, ensuring staff are following safe work practices, are completing job duties efficiently and that there is adequate support
- Prepare annual budget, based on market projections, needs for refurbishments, capital expenditures and fleet additions including the enforcement of cost controls and general efficiencies to ensure achievement of financial targets and profit margins while monitoring of all repair and maintenance costs and taking corrective actions when required, planning, organizing, directing and controlling all major maintenance to provide AFE's to maintain budget guidelines
- Consideration of existing rules
- Manages staff including counseling, conducting performance appraisals, interviewing
- Must possess excellent mathematical, verbal and written communication skills reasoning ability

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- Ability to work under minimal supervision, to initiate and prioritize multiple projects, and to complete a variety of work assignments within structured deadlines
  - Previous Payroll Experience a plus
  - Data processing experience required
  - Typically requires a Bachelors degree in a related field
  - Advance Computer skills proficiency
  - Strong project management skills and ability to interact with all levels of the organization