PAYROLL SUPERVISOR

DEFINITION
Under general supervision, supervises staff engaged in the processing of employee payroll; ensures payroll records are balanced, payroll documents are issued and payroll related deductions and reports are processed in a timely and accurate manner in compliance with relevant State and Federal rules and regulations.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Supervises staff engaged in the processing of employee payroll;
- Prioritizes and reviews staff work for accuracy, completeness, and detail; evaluates performance of assigned staff;
- Provides technical assistance with payroll processing and verifies compliance with City policies and procedures and state and Federal rules and regulations.
- Resolves more complex payroll problems relating to various deductions, garnishments and direct deposits;
- Oversees and assists with generating, filing and maintaining periodic reports and payroll files;
- Prepares, audits and reviews tax liabilities, department timesheets, fringe benefits and retirement and garnishment payments.
- Communicates information between the various City departments to reconcile pay, deductions, withholdings, reports, direct deposits, and other pay-related problems;
- Monitors expenditures and budget of the payroll division;
- Notifies departments when funds are unavailable or overran; audits and approves payroll and benefit payments;
- Updates general ledger and prepares payroll related reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of applicable state and Federal rules and regulations governing payroll, Memorandum of Understanding (MOU) and the impact on payroll, payroll preparation and reporting guidelines and procedures, quality accounting practices and procedures and of tax, insurance and retirement practices related to employee pay;
- Skilled in mathematical calculations of timesheets and payroll deductions, delegating, monitoring and evaluating work of assigned staff, prioritizing and scheduling payroll activities and meeting deadlines, following and providing oral and written instructions and in establishing and maintaining productive working relationships with all levels of staff;
- Ability to effectively communicate verbally and in writing, perform essential duties with minimum supervision and to explain policy and procedures to ensure compliance with union contracts, audit findings, and civil service rules and regulations.
- Proficient in the use of a personal computer and electronic devices to include MS Word, Excel, Outlook and other industry related software essential to complete assignments.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 25 pounds; May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor’s Degree from an accredited four-year college or university in Accounting, Business Administration, Finance or related field, AND three (3) years of progressively responsible experience performing complex payroll calculations OR an equivalent combination of education and experience.