

CLASS SPECIFICATION

PAYROLL SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, to supervise and perform paraprofessional accounting work to process the bi-weekly payroll; to implement changes to payroll system; and to perform related work as required.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Processes the bi-weekly payroll, including verifying timesheets, incorporating rate changes and adding new hires; calculates retirements and terminations; interprets and complies with Internal Revenue Service, state, retirement and Labor Department requirements; advises department representatives regarding payroll issues; reconciles computer generated labor distribution to the payroll register through journal entries; answers a variety of payroll related questions; prepares monthly, quarterly and annual payroll-related reports to the federal, state and county governments, the retirement system (P.E.R.S.), health insurance providers and credit unions; analyzes and adapts payroll processes/systems to comply with changes in employee contracts or new laws affecting payroll, which includes such areas as health insurance, benefits, withholding taxes, unemployment compensation, retirement, medicare, F.L.S.A., child support wage garnishment, vacation/sick leave accruals, expense allowances, life insurance, disability, uniforms, leaves, holidays, etc.; assures all payroll deadlines are met; supervises the work of subordinate accounting clerical staff; and performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of financial recordkeeping and payroll practices, policies, procedures, rules, regulations and laws;
- Methods and terminology used in the preparation and maintenance of payroll reports and records;
- Payroll data processing systems; and
- Principles and practices of effective supervision.

Ability to:

- Understand, interpret and apply legal and administrative concepts to the payroll function;
- Understand the inter-relationship and significance of certain data to the payroll function;
- Work independently;
- Expeditiously and systematically process a wide variety of documents which may involve unique problems;
- Develop recommendations on adjusting policies, practices and/or procedures to adapt to new situations;
- Communicate accurate information and explanations regarding payroll issues;
- Enter, manipulate and retrieve data via computer terminal;
- Perform accurate mathematical calculations;
- Practice effective supervision;
- Communicate clearly and concisely, both orally and in writing;
- Research and analyze data and determine logical conclusions;
- Prepare specialized payroll reports and maintain ledgers and journals;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; and
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Qualifications

Experience: Four years of processing payroll for a multi-department agency, including fringe benefits programs, varying salary schedules, labor contracts and producing related reports to regulatory agencies.

Training: Equivalent to the completion of the twelfth grade, supplemented by college-level course work in accounting or a related field.

WORKING CONDITIONS

Environmental Conditions: Office environment.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.