



Position Title:	Payroll Supervisor	Job Code:	3401
Reports To:	Payroll Director	Job Group:	PENC
Department:	Payroll Services	Salary Grade:	14
Prepared By/Date:	Jennifer C. Brito/8-18-2009	FLSA Status:	Exempt
Approved By/Date:	Lynn Bethel/3-03-2008		
Revised:			

Summary:

The Payroll Supervisor provides direct assistance to the Payroll Director and administers all aspects of the Payroll Department's operations.

Essential Duties and Responsibilities:

- Interacts with internal departments and external Federal, State and local agencies
- Trains and supervises payroll staff
- Maintains payroll controls pertaining to wages, taxes, tax payments, and ACH wire transfers
- Serves as backup for the Director of Payroll & Benefits Accounting
- Reconciles various payroll records
- Prepares numerous reports including, but not limited to, State retirement, Federal reports (i.e., 941), unemployment report and third party sick leave
- Performs weekly audits of miscellaneous deductions
- Performs monthly reconciliation of various general ledger accounts
- Resolves issues that arise within the department
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of the payroll aspects of employee benefits policies, procedures, and reporting requirements.
- Knowledge of financial/business analysis techniques.
- Knowledge and understanding of all facets of payroll principles, methods, systems, and procedures as applied to public institutions.
- Knowledge of all relevant payroll, employment, and income tax laws, regulations, and operating guidelines.
- Skill in the use of personal computers and related software applications.
- Skill in organizing resources and establishing priorities.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to make procedural decisions and judgments involving sensitive and confidential issues under stressful conditions.
- Ability to utilize and manage automated payroll and/or human resources information systems.
- Ability to identify, analyze, and resolve complex, multifaceted payroll problems and developmental issues.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear.

The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Business Administration, Accounting, Finance or related field from a regionally accredited institution and five (5) years of progressive responsible work experience in accounting or payroll; or Master's degree in Business Administration, Accounting, Finance or related field from a regionally accredited institution and one (1) year of work experience in accounting or payroll

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name