

Payroll Supervisor

THE POSITION

Under general supervision, participates in and supervises staff engaged in employee payroll processing; 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 DUTIES

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Participates in and supervises staff engaged in the processing of employee payroll to ensure payroll records are balanced in a timely and accurate manner in compliance with relevant State and Federal rules and regulations;
2. Prioritizes and reviews staff work for accuracy, completeness, and detail; evaluates the performance of assigned staff;
3. Provides technical assistance with payroll processing and verifies compliance with City policies and procedures and state and federal rules and regulations;
4. Resolves more complex payroll problems relating to various deductions, garnishments, and direct deposits;
5. Oversees and assists with generating, filing, and maintaining periodic reports and payroll files;
6. Prepares, audits reviews tax liabilities, department timesheets, fringe benefits, and retirement and garnishment payments.
7. Communicates information between the various City departments to reconcile pay, deductions, withholdings, reports, direct deposits, and other pay-related problems;
8. Monitors expenditures and budget of the payroll division;
9. Notifies departments when funds are unavailable or overran; audits and approves payroll and benefit payments;
10. Updates general ledger and prepares payroll-related reports.

QUALIFICATIONS

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

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. Experience and/or education may be substituted on a year for year basis.

Knowledge of:

- Applicable state and federal rules and regulations governing payroll
- Memorandum of Understandings (MOUs) and the impact on payroll
- Payroll preparation and reporting guidelines and procedures
- Quality accounting practices and procedures, and tax, insurance, and retirement practices related to employee pay

Skill and Ability to:

- 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 establishing and maintaining productive working relationships with all levels of staff;
- Effectively communicate verbally and in writing
- Perform essential duties with minimum supervision,
- Explain policy and procedures to ensure compliance with union contracts, audit findings, and rules and regulations
- Personal computer and electronic devices, including MS Word, Excel, Outlook, and other industry-related software essential to complete assignments

License and Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require talking, hearing, and vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary and repetitive.
- Is subject to inside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.