

PAYROLL SUPERVISOR

Administration Building
Pulaski County

Department: Payroll

Reports to: Assistant County Administrator

Supervision Exercised: None

Supervision Received: Work is performed under regular supervision

Classification (FLSA): Non-Exempt, Full time – Forty (40) hours/week. Position is Monday thru Friday from 8:00 until 5:00 p.m. Some overtime, weekend and holiday work may be required.

Essential Duties:

- Compiles payroll data for calculations and entry to include time computations, garnishments, leave time, various deductions to ensure the accurate and timely delivery of employee pay
- Provides supervision to the Payroll Clerk/Accounting Assistant I; reviews all work for completeness and accuracy
- Takes the lead role to be proactive on "best practices " and remain up to date on payroll laws, systems of applicability and reporting requirements
- Communication with various department heads, supervisors or other staff for missing time sheets or questions
- Compiles various payroll reports as necessary and required
- Prepares taxes, quarterly 941 reports and annual filings
- Prepares COBRA, ACA, W2, Virginia New Hire, VEC and other reporting as required

Knowledge, Skills & Abilities:

- Knowledge of time computation per the Fair Labor Standards Act ("FLSA") requirements
- Ability to review a variety of financial data for the County and PSA payroll for accuracy, completeness and conformance with all federal, state and established accounting standards
- Knowledge and maintenance of personnel and confidential files for employees
- Ability to routinely prepare correspondence and emails
- Ability to make entries in the payroll system and other records
- Ability to maintain various spreadsheets and data bases
- Skills necessary to supervise and cross train other staff members
- Thorough knowledge of English, spelling and arithmetic
- Ability to interpret and apply policies and procedures
- Ability to design complex forms and spreadsheets
- Ability to plan and supervise the work of others

- Ability to maintain and establish effective working relationships
- Ability to communicate proficiently
- Ability to perform effective time management
- Ability to follow oral and written instructions

Physical Requirements:

- Ability to operate a computer, calculator, printer, phone and other office equipment
- Ability to read and write and to exchange information
- Ability to walk, squat, kneel or bend
- Ability to lift and carry up to 50 pounds
- Dexterity required to operate keypads, push buttons and switches
- Ability to work independently in the absence of specific instruction
- Ability to meet the public and employees courteously

Education & Experience:

- Associates degree in Accounting required, Bachelor's Degree in Business Management and/or Accounting preferred
- At least two years of considerable payroll experience
- Supplemental experience or education in accounting, payroll or human resources
- Willingness to participate in conferences, workshops, webinars and other opportunities to maintain awareness of current information, trends and procedures for educational growth
- Willingness to develop and set own personal goals for acquiring new skills

Professionalism and Confidentiality:

- Must be able to understand, implement and abide by all County policies and procedures
- Utmost confidentiality with all personnel information and files
- Share knowledge and assist other staff with day to day payroll activities and promote an effective teamwork environment to cross train and assist with payroll functions
- Works with other staff to discuss and resolve problems or issues, promote ideas for improvement and provides updates on plans and activities

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures.

Employee: _____

Date:
