

**PUBLIC SERVICE AUTHORITY PAYROLL SUPERVISOR**  
**Pulaski County**

**Department:** PSA Payroll

**Reports to:** PSA Executive Director

**Supervision Exercised:** None

**Supervision Received:** Minimal instruction and supervision after orientation period.

**Classification: (FLSA):** Non-Exempt, Full-time (40) hours per week

### **Job Summary**

The essential functions of the PSA Payroll Supervisor position are to prepare and oversee all functions of the Public Service Authority payroll record keeping and implementation process. This position shall also serve as an assistant and back-up to the processing and implementation of the Pulaski County payroll. Performs other work as requested by the PSA Executive Director.

### **Job Requirements**

- Previous experience in calculating time per FLSA standards, payroll processing and computer operations; i.e., reporting standards and leave deductions, leave computation, State and Federal tax reporting, preparation of W-2's, Form 941, Virginia Retirement System, ACA, COBRA, EEOC, VEC reports etc.
- Detail orientated, ability to follow complex instructions, analyze data
- Work effectively and courteously with other staff employees in a team environment
- Ability to work independently and be proactive in reporting requirements
- Proficiency with Excel and other computer and payroll related programs
- Must possess excellent oral and written communication skills
- Possess a valid Virginia driver's license and successfully pass a drug test and background check
- Exercise levels of confidentiality with all work performed
- Ability to work various schedules as requested and attend webinars, workshops and pursue other opportunities to promote efficiency, teamwork and growth
- Excellent interpersonal and negotiating skills
- Seek to understand and implement PSA/County policies and procedures with Vision, Pride and Excellence
- Experience with various accounting functions as they relate to payroll

**Physical Requirements:** Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 30 pounds on a continuous basis and up to 50 pounds occasionally. The position also requires constant use of the visual and auditory senses as well as dexterity and skills with office equipment.

**Educational/Experience Requirements:** Associates Degree in Accounting required, Bachelor's Degree in Business Management preferred. Minimum of two years of payroll related experience required.

**Job Duties and Performance Standards include but are not limited to:**

- Calculating time and processing payroll and related reports for Pulaski County and Public Service Authority in conjunction with the Pulaski County Payroll Supervisor or in the absence of the Pulaski County Payroll Supervisor
- Be aware of current regulations and changes for payroll
- Collects and interprets data for records and reports for payroll
- Exercise diplomacy and confidentiality
- Prepares EEOC reporting
- Prepares payroll taxes each payroll, quarterly 941's, annual tax filings
- Prepares new hire reporting
- Prepares Quarterly Multiple Worksite Reports
- Assists and/or prepares annual Workers Compensation payroll audits
- Prepares reconciliation of payroll deductions
- Prepares COBRA reporting
- Files and maintains accurate payroll records

**Knowledge, Skills, and Abilities:**

- Ability to evaluate and make quantitative recommendations for the efficient financial operations of the Pulaski County Public Service Authority and Pulaski County payroll in conjunction with the Pulaski County Finance Director, Pulaski County Human Resources Director and the Pulaski County Staff Accountant through use of mathematical analyzations
- Skills to negotiate and exchange ideas to arrive at solutions
- Proficient ability in utilization of financial software and equipment
- Ability to apply accounting principles and logical thinking to collect data, define principles and make determinations for problem solving
- Attention to accuracy and detail
- Willingness for continued education and certification maintenance as required

- 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 county policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_