

Payroll Supervisor

Purpose Statement

The job of Payroll Supervisor is done for the purpose/s of ensuring the accuracy of payroll-related data and compliance with district and regulatory agency requirements and guidelines; developing and implementing departmental procedures, processes, and internal controls; supervising the activities of the payroll department including administering personnel procedures, training and monitoring employee performance and achieving the department's overall objectives.

Other Functions

- Acts as a liaison between the District, payroll department, human resources and external agencies (e.g. analyzing software interfaces, auditing payroll transactions, implementing court orders, etc.) for the purpose of ensuring compliance with District policies and local, state, and federal requirements.
- Analyzes financial reports (e.g. labor distribution, payroll related data, contracts, IRS/State guidelines, etc.) for the purpose of assuring accurate program and funds distribution.
- Approves special checks and expedited processing for the purpose of compensating employees outside the standard payroll processing system.
- Assists auditors in providing requested payroll information (e.g. contract requirements, time sheets, wages paid, etc.) for the purpose of providing required information and coordinating necessary project activities.
- Attends meetings, conferences, workshops, etc. (e.g. labor law, government requirements, payroll software applications, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Develops payroll department processes, reporting procedures and internal controls (computerized and manual) for the purpose of maintaining accurate records and complying with district policies and state and/or federal regulations.
- Maintains a variety of documents, files and records (manual and computer) (e.g. personnel records, statistical/financial reports, budget, payroll schedules, eligibility policies, benefits and retirement information, etc.) for the purpose of providing up-to-date reference trail, availability of information as needed and ensuring confidentiality.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares local, state and federal reports (e.g. quarterly and annual federal and state payroll tax and wage reports, W-2's, ERISA forms, unemployment forms, etc.) for the purpose of ensuring compliance with district policies and state and/or federal regulations.
- Prepares a wide variety of documents (e.g. reviews, evaluations, correspondence, reports, annual program budget, etc.) for the purpose of providing support and/or conveying information.
- Researches discrepancies of payroll information and/or documentation (e.g. incorrect paychecks, tax reports and compliance documents, etc.) for the purpose of resolving discrepancy and identifying procedural problems.

- Responds to inquiries regarding various procedures and requirements (e.g. payroll procedures, record keeping requirements, interpretation of leave policies, wage garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing information and/or resolving problems.
- Supervises department functions (e.g. hiring/termination recommendations, planning/scheduling/ coordinating activities, training, advising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent policies, codes and requirements; operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: general accounting procedures; integrated payroll software; concepts of database structures; federal and Arizona state payroll regulations and laws.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing direction and leadership; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Measles/Rubella Immunity/Vaccination

IVP Fingerprint Clearance Card Required

Valid form I-9

FLSA Status

Exempt

Approval Date

Salary Grade

12 - Pending Board Approval