

PAYROLL SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Payroll Supervisor performs complex, professional-level work while directly supervising and training paraprofessional staff in Payroll. Specific responsibilities include: performing administrative tasks relating to the overall preparation of the City's biweekly payroll such as: organizing, scheduling, reviewing, auditing, and approving payroll work to meet standards for accuracy and deadlines; creating manual paycheck and military calculations; balancing and reconciling payroll records, interfaces, and the General Ledger payroll accounts; explaining and interpreting payroll rules, regulations, policies, and procedures; calculating and reviewing journal vouchers for the biweekly payroll; advising retiring or terminated employees on their final paycheck calculations; troubleshooting and resolving payroll problems encountered during daily operations and determining appropriate solutions; assisting with calendar and fiscal-year end activities; overseeing the administration of the City's deferred compensation programs and Pension systems; and supervising and training paraprofessional staff. Additional duties include: managing off-cycle checks such as awards, dismissals, severances, lost checks/stop payments, and retro payments; running the City's bi-weekly payroll on a rotational basis; and creating, analyzing, testing, monitoring, and reconciling interfaces that impact Advantage HRM payroll. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the Senior Payroll Specialist class by the more complex nature of accounting assignments, the supervision of paraprofessional staff, and the need to exercise initiative and independent judgment in performing work. This class differs from the Senior Accountant class by the latter's supervision exercised over professional staff and the knowledge required to maintain the payroll system. An employee at this level does not typically get involved in policy-level activities but is expected to make suggestions for improving operating procedures. Responsibilities may require an incumbent to be on-call one evening every other week for payroll processing. Supervision is received from the Payroll Administrator or Senior Accountant who evaluates work through reports, meetings, conferences, and results achieved. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or closely related field. A minimum of three years full-time professional experience in payroll.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience processing payroll in an Enterprise Resource Planning (ERP) system is preferred. Experience using computer spreadsheet and databases is highly desirable. A minimum of one year of lead or supervisory experience preferred.

ESSENTIAL FUNCTIONS

This position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in this position classification.

Communication: Responds with tact and consideration to irate employees/vendors who have complaints regarding their payments. Supervises and trains paraprofessional staff and performs evaluations. Prepares concise, comprehensive reports, including necessary supporting documentation concerning accounting/financial activities. Prepares reports using various printouts and reports generated by outside companies to inform management of current activity in the City's Payroll fund.

Manual/Physical: Enters data or information into a terminal or personal computer (PC) in order to produce reports, work papers, spreadsheets, and to collect, calculate, and reconcile payroll records. Creates manual paychecks. Scans the content of a PC screen to detect minor changes in detailed information. Prepares financial and account analysis by using PC software. Reviews the work products of others to ensure compliance with standard operating procedures, the Fair Labor Standards Act (FLSA), and City of Mesa Personnel Rules. Inspects, monitors, and evaluates information to determine compliance with federal, state, and City guidelines. Monitors outstanding checks and warrants. Meets scheduling and attendance requirements.

Mental: Manages and directs the activities of the assigned area of responsibility and evaluates the work of subordinates in area of assignment. Prioritizes and assigns work to subordinates and prioritizes own work. Resolves discrepancies between vendor statements and City records. Maintains and reconciles payroll records, interfaces, and payroll accounts. Oversees the deferred compensation programs and pension systems. Assists with preparation of the designated portions of the annual financial statements according to established accounting standards and within time constraints. Applies or modifies PC software in order to produce statements, financial analysis, bank reconciliations, and to account for revenues, receivables, expenditures, and liabilities. Analyzes and evaluates payroll related problems to determine possible solutions. Performs mathematical calculations, statistical computations, and financial analysis. Interprets and ensures compliance with federal laws (such as the FLSA), as well as state laws. Analyzes, reports, and ensures the integrity of accounting and auditing procedures, as well as operating requirements as mandated by City and state regulations. Creates, analyzes, monitors, and reconciles interfaces that impact Advantage HRM payroll. Comprehends and makes inferences from written materials including payroll and accounting procedures, records, reports, payment agreements, and literature. Learns job-related material through on-the-job and classroom training.

Knowledge and Abilities:

Knowledge of:

payroll system functions;
the City's accounting structure, familiarity with the various reports, and City policies;
federal form W2 preparation/reporting;
the application of spreadsheet and database software to payroll/accounting systems;
policies and operating procedures of the payroll accounting system/sub-systems; and
the basic principals of employee training and employee supervision.

Ability to:

apply federal, state, and local laws and regulations to work;
teach and assist other employees in office automation projects;
plan effectively to meet established deadlines;
assign, coordinate, review work, and develop specific work standards and performance criteria of subordinate clerical and paraprofessional level accounting staff;
supervise the work of others through planning, organizing, instructing, motivating, and evaluating performance objectives;
assist with developing new and refining existing work procedures and training staff;
analyze and resolve work procedures, problems, and questions;
plan, organize, and perform work assignments with initiative and judgment;
resolve day-to-day operational problems;
provide clear and tactful explanations of Payroll procedures to others; and
establish and maintain cooperative-working relationships with those contacted in the course of work.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-FIN

INCREMENTS 47-200

PAY GRADE: 51

IND-9410

SWORN-No