

## PAYROLL SUPERVISOR

### **SUMMARY:**

Under general supervision, assists in directing and carrying out the activities of the Accounting Division, including the payroll, payroll reporting and payroll accounting functions. This would include participation in the development and monitoring of internal control procedures, assignment and review of work, monitoring of employee performance, cross training of staff; and related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are **not** in any hierarchical order)*

1. Oversees the entire payroll function for the City including supervision of employees, running and auditing payroll processes, printing checks, sending direct deposits, making related payments such as pensions, insurances, taxes and child support, preparation of payroll tax reports and W-2s, and balancing payroll liability accounts to the general ledger.
2. Supervises and evaluates assigned staff, including monitoring, review and evaluation of their work.
3. Directs and monitors the work of time entry clerks in all City departments with respect to the tasks associated with entering time for payroll.
4. Provides or arranges training and re-training of time entry clerks in all City departments to support and enhance time entry skills and knowledge.
5. Responsible for the development and monitoring of internal controls related to time entry, payroll processing, payroll corrections and issuance of payroll payments.
6. Responsible for implementing and monitoring payroll related requirements in the bargaining unit contracts, the City code and City policies.
7. Responsible for preparing and balancing of the payroll interface to the general ledger and of other accounting transactions related to payroll.
8. Responsible for balancing and supporting payroll liability accounts.
9. Responsible for preparing and posting of payroll related accruals.
10. Assists with design, preparation and monitoring of Dashboard reports for the Finance Director and City Administration.
11. Participates in planning and management of projects to implement new payroll or time entry systems.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of basic accounting principles; internal control principles; and management principles.
- Knowledge of the Internal Revenue code, related regulations and other laws and regulations related to payroll.
- Knowledge of local, state, and federal laws, regulations, policies, and practices governing accounting and finance.
- Knowledge of supervisory principles and practices.
- Ability to maintain a positive attitude and promote excellent workplace moral.
- Ability to work well with and motivate employees at various levels.

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- Ability to articulate and attain goals and objectives and to be flexible in adapting to changing priorities.
- Ability to use computers and financial software applications.
- Ability to gather accounting data, analyze it, and prepare reports related to accounting.
- Ability to analyze and resolve complex fiscal, operational, and policy problems.
- Ability to communicate effectively, both orally and in writing.
- Ability to meet deadlines and work under time constraints.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in Accounting, Finance, Business Administration or related field and three (3) years of experience with preparation, accounting and reporting for payroll and one (1) year of supervisory or lead experience in the field of payroll, experience with automated time and attendance systems, knowledge of the Fair Labor Standards Act and the IRS Code and Regulations, or any equivalent combination of training and experience. Certified Payroll Manager certificate, required. A valid Florida driver's license is required.