



# CITY OF CHINO

## Payroll Supervisor

### **Definition:**

Under general supervision, plans, coordinates, participates in and supervises the activities and operations of the Payroll unit; ensures work quality and adherence to policies and procedures; and performs related work as assigned.

### **Class Characteristics:**

The Payroll Supervisor is a working supervisor, characterized by its responsibility for directly supervising Payroll staff and overseeing the payroll processing operation while carrying-out higher level payroll procedures.

### **Essential Duties:**

- Direct, supervise and coordinate the activities of Payroll staff including work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
- Coordinate and perform a full spectrum of payroll activities in the course of payroll processing within specific timeframes.
- Receive and respond to employee inquiries and complaints of a complex nature regarding payroll administration. Research concerns and resolve issues within a timely manner.
- Understand, implement and remain current on all Memorandum of Understanding and employee agreement provisions related to payroll including, but not limited to, leave accruals, cash-outs, and other benefit provisions.
- Compile, analyze and reconcile a variety of records in the preparation of documents and reports.
- Implement various changes affecting employee payroll such as voluntary deductions, tax withholdings, and wage garnishments.
- Complete payroll tax calculations and reporting, and implement payroll tax changes.
- Balance registers and reports.
- Prepare income reports for outside agencies.
- Maintain leave accrual balance records.
- Interact with co-workers at all levels in the organization in a collaborative and customer-service oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her employment history. A typical example includes:

### Education:

- High school diploma or equivalent (required).
- Bachelor's degree in accounting, business, finance or related field (preferred).
- Certification as a Payroll Professional by the American Payroll Association (desirable).

### Experience:

- Five or more years of progressively responsible payroll administration or accounting experience (required).
- One or more years of experience using MUNIS/Tyler Technologies payroll software (desirable).
- Public agency payroll administration, and supervisory or lead payroll experience (desirable).

### Knowledge of:

- Principles and practices of payroll and benefits administration.
- Federal, State and local laws and regulations governing payroll taxes and reporting, and payroll administration.
- Payroll and deductions policies, practices, and procedures.
- Garnishment and employment verification practices and procedures.
- Accounting and bookkeeping methods and principles.
- Benefits and insurance deductions administration.
- Bargaining units and Memorandum of Understanding interpretation.
- Customer service methods and communication techniques.
- Records management and file maintenance procedures.
- Automated and database payroll or accounting system practices.
- Principles and practices of supervision, training, and administration.

### Ability to:

- Supervise, train and evaluate staff; plan and coordinate work assignments.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State and local laws and regulations governing payroll administration, and payroll taxes and reporting.
- Compile, analyze and reconcile a variety of records and reports.
- Accurately prepare, review and maintain payroll and benefits documents, forms, reports, spreadsheets, claims and correspondence.
- Identify errors and reconcile discrepancies.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Perform complex clerical, and financial record keeping work.
- Reconcile differences within a record keeping system using mathematical skills.
- Make arithmetic calculations quickly and accurately.

## Payroll Supervisor

- Understand and apply general fiscal and financial record keeping practices in the performance of assigned tasks.
- Comprehend and apply written and oral instructions.
- Communicate effectively, both verbally and in writing.
- Establish, maintain and foster cooperative working relationships.
- Operate a variety of office equipment including a ten-key calculator by touch.
- Operate a computer and use a variety of software programs.
- Maintain confidentiality, and exercise sound judgment in the handling of sensitive and private information.

### **Special Requirements:**

- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

### **Physical Profile:**

Category I

Link to description [here](#)

### **Employee Unit:**

SBPEA (Professional, Technical and Clerical)

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