



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### PAYROLL SUPERVISOR

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs intermediate paraprofessional and administrative work managing the daily recurring payroll activities and ensuring the accurate and timely completion of payroll activities and performs related work as required. Work is performed under the supervision of the Director. Supervision is exercised over other subordinate personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, kneeling, reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

##### **Supervising payroll activities; ensuring proper tax withholdings, tax deposits and preparation of quarterly and year-end data; preparing and maintaining files and records; preparing reports.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Oversees and participates in the preparation of County payroll; prepares payroll reports;

Serves as back-up for Payroll Specialist;

Analyzes and interprets payroll policy and applies accordingly in conjunction with the Director;

Prepares and posts journal vouchers to record payroll and reconcile accounts; makes transfers to correct accounts unable to charge through normal payroll procedures;

Prepares and submits W-2's for employees;

Researches FLSA and tax issues; verifies policy requirements and issues statements to enforce same;

Respond to employee, supervisor and citizen questions and problems;

Keeps up to date on personnel regulations to assure compliance with state and federal law; informs employees as necessary on policy and procedures affecting personnel and payroll;

Evaluates and implements internal and external audit recommendations;

Coordinates and works with auditors during annual audits;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required;

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

Comprehensive knowledge of payroll systems and benefit program administration; thorough knowledge of generally accepted accounting principles for municipalities and general knowledge of accounting theory and principles and their application to accounting transactions; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to establish and maintain effective working relationships with County officials, associates and outside organizations.

#### **EDUCATION AND EXPERIENCE:**

A Bachelor's Degree in Finance/Accounting related field and experience in accounting, financial reporting and budgeting. Government payroll experience is also preferred.