



## JOB DESCRIPTION

### Payroll Supervisor

**Date Prepared:** July, 2022

**SUMMARY:** Under limited supervision, plans, organizes, coordinates, and oversees the payroll functions of the City, ensuring that pay is processed on time, accurately and in compliance with government regulations. Maintains the payroll calendar, ensuring the timely payment and reporting of payroll withholdings and pay. Acts as a liaison to internal departments to provide guidance, build working relationships, and resolves escalated issues; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Supervise subordinate staff in the daily operations of various payroll activities including, but not limited to, salaries, benefits, garnishments, taxes, and other deductions.
- Set work priorities, create work schedules, provide training, conduct performance evaluations, reward and/or discipline employees.
- Oversee the day-to-day operations of the Payroll Division which runs the processing of multiple payrolls.
- Ensure accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Ensure compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- May work with other government agencies, benefit providers, auditors and/or City staff to resolve problems and provide requested information.
- Monitor compliance with approved payroll policies, procedures, processes. Ensures internal controls are in place and compliance is adhered to.
- Implement improvements to processes, procedures, and workflow to create efficiencies.
- Contribute to the development of payroll related policies and procedures.
- Communicate technical and confidential information to all levels of City staff and outside agencies as appropriate.
- Provide immediate response to requests for clarification and interpretation of data.

- Assist management with analysis, preparation, justification, and administration of the City's budget, as requested.
- In collaboration with management, Information Technology, and other City staff develop, test, and implement new and/or updated system processes and improvements, as assigned.
- Coordinate day-to-day activities and communication between Payroll Division and other internal departments or divisions in accordance with set priorities.
- Investigate, resolve, address, and/or respond to issues, complaints, or inquiries from external entities or within the City.
- Respond to requests for service or assistance.
- Coordinate activities with other City departments.
- Perform other related duties or projects, as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

Bachelor's degree in Accounting, Business Administration, Human Resources, or related field desirable. Four (4) years of experience in payroll processing INCLUDING two years of supervisory or management experience is required.

##### **LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

##### **Knowledge of:**

- City policies, procedures, and Municipal Code.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of government accounting, budgeting, and customer service.
- Pertinent state and federal laws.
- Principles and practices of payroll processing and tax withholding.

##### **Skill in:**

- Applying complex salary and compensation calculations.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Using patience, tact, and courtesy in dealing with the public; working harmoniously with departmental personnel.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.

- Intermediate to advanced skills in Microsoft Office with emphasis in Microsoft Excel.
- Applying safe work practices.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and must be willing to work an irregular schedule, which may include weekends or evenings.

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Department Head Approval

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Date

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Personnel Officer Approval

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Date