



ASSISTANT PAYROLL SUPERVISOR

GENERAL RESPONSIBILITIES

Assist in the supervision of Virginia Beach City Public Schools payroll function in accordance with Federal, State and School Board regulations and polices to ensure employees are paid correctly and timely.

ESSENTIAL FUNCTIONS

(These 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.)

- Compile, calculate and ensure the accuracy of the deposits of employee withholding deductions (i.e. FIT, SIT & FICA taxes) in Payroll Supervisors absence.
- Provide City Treasurers Office with each pay periods tax amount and initiate the deposit using EFTPS in Payroll Supervisors absence.
- Update employee year-to-date master file information each pay period (i.e. manual checks).
- Assist in training Payroll Staff.
- Receive from Benefit Office all payroll copies of employee applications for the three-health insurance and dental plans.
- Calculate and make the necessary year-to-date adjustments to employee master file each pay period.
- Process voucher checks for Savings Bonds, Employee Escrow Account, benefit adjustment refunds Take replacement checks to City Treasures Office and sign with signature plate.
- Approve all voucher check requests from each Payroll Assistant prior to being submitted to accounts payable in Payroll Supervisors absence.
- Authorize all forms submitted to VRS (i.e.: refunds, retirement & disability applications) in Payroll Supervisors absence.
- Place stop payments and issue replacement checks as needed.
- Assist as needed with annual Options runs for 10, 11 & 12-month employees.
- Assist Payroll Supervisor working with City Information Technology on any changes required in the payroll system as needed and developed.
- Enter all new budget account codes to payroll system as needed. Assist as needed with annual match-up process.
- Update all payroll system table files (i.e. health and dental insurance, VRS, association dues, etc.) in Payroll Supervisors absence.
- Review, separate and disburse summer school departments equally to payroll assistants.
- Compile and provide Flexible Benefits Administrators 5500 Report data in Payroll Supervisors absence.
- Assist with supervising Payroll Assistants. Provide input to Payroll Supervisor to evaluate payroll staff.
- Submit to City Info Tech and ensure completion of annual regulatory updates (i.e., FIT, SIT, FICA taxes, EIC, IRS levies, garnishment tables, etc.) in Payroll Supervisors absence.
- Receive, research, and respond to inquiries from employees, HR staff, Payroll staff, Benefit Office staff, and City Information Tech staff, Payroll Supervisor, Director of Business Services and CFO.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of modern, professional accounting principles and practices; thorough knowledge of the principles of underlying state and local laws and regulations pertaining to payroll accounting policies; ability to follow complex oral and written directions and to prepare complex fiscal reports; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with school officials, associates and the general public



EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED

Considerable experience in the payroll field (including supervision of professional and paraprofessional employees and the coordination of complex public-school transactions).

Preferred:

Bachelor's Degree in Business Administration (concentrating in Finance, Accounting, or similar field).

Certified Public Accountant (CPA) or Certified Management Accountant (CMA).

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, standing, grasping, fingering, repetitive motion, and reaching. Occasional walking, bending, and stooping. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 6/00, 7/20
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