



## **PAYROLL SUPERVISOR**

### **GENERAL RESPONSIBILITIES**

Supervise, control, and coordinate the centralized payroll function of the School Division in accordance with School Board, Commonwealth of Virginia, and Federal (e.g., IRS, Social Security Administration) payroll related laws, policies, regulations, and other authoritative pronouncements.

### **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) each pay period.
- Provide City Treasurers Office with each pay periods tax amount and initiate the deposit using Electronic Federal Tax Payment System (EFTPS).
- Update employee year-to-date master file information each pay period (i.e. manual checks).
- Compile, complete and file all required Federal and State Agency reports (i.e. Quarterly 941, V A-16 10 form, VEC Form - annually W-2's, form 6559, V A-6).
- Receive from Benefit Office all payroll copies of employee applications for the three health ins. plans and dental plans. Key changes and/or add new codes. 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.
- Authorize all forms submitted to Virginia Retirement System (VRS) (i.e. refunds, retirement & disability applications).
- Place stop payments and issue replacement checks as needed.
- Ensure the accuracy and disposition of employee deductions- voluntary and involuntary. Ensure compliance with IRS, State and other legislative actions.
- Request and work with City Information Technology on any changes required in the payroll system.
- Enter all new budget account codes to payroll system as needed.
- Coordinate, prepare and process the Options Payrolls in June with Human Resources and City Information Technology.
- Coordinate prepare and process with Human Resources and City Info Technology the 10, 11 and 12-month match-up of the Payroll and Human Resource systems.
- Update all payroll system table files (i.e.: health ins, dental, V.S., association dues, etc.).
- Review, separate and disburse summer school departments equally to payroll assistants.
- Compile and provide Flexible Benefits Administrators 5500 Report data.
- Supervise Payroll Assistants. 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.
- Receive, research, and respond to inquiries from employees, co-workers, HR staff, Payroll staff, Benefit Office staff, City Information Tech staff, Director of Business Services and CFO.
- Perform related work as required.

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

Thorough 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:**

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

Considerable experience in the Payroll field (including Supervision of Professional and Paraprofessional employees and the coordination of complex public-school payroll transactions).

**Preferred:**

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

Certified Payroll Professional (CPP).

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 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.

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