



PAYROLL SUPERVISOR

Department: Finance
Job Class #: 236400
Pay Range: Professional 08

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is highly technical auditing and supervisory work for Pierce County Finance Department's Payroll Division. An employee in this classification provides direction and leadership for payroll administration. This position is responsible for ensuring accurate and timely payroll to County employees and outside districts in accordance with County compensation and benefit policies and procedures, complex collective bargaining agreements and local, state and federal laws. Work directly affects all County departments and other local agencies, as it applies to the accuracy of pay warrants, personnel records and payroll deductions. Work involves supervising, coordinating, and overseeing the work of subordinate staff; responding to a variety of problems, questions, and situations in conformance with established criteria, (e.g. defining detailed requirements for new situations or maintaining files in compliance with record retention guidelines); and, giving guidance and assistance to employees in a professional or administrative field.

SERIES CONCEPT: The Payroll Supervisor is the top level of the professional/technical Payroll series and is expected to perform the most complex technical payroll work. Work requires considerable use of independent judgment and decision making. The Payroll Supervisor is responsible for the payroll function and supervises staff within the Payroll Unit.

ESSENTIAL FUNCTIONS

- Manage, supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Provide oversight of payroll audits on behalf of the County. This includes audits from federal, state, local, and other entities. Ensure timely response to requests and completion of corrective action plans to resolve any audit findings or recommendations.
- Oversee and coordinate payroll input from County departments ensuring compliance with Federal & State Law, County Code, Budget, County policies, and Collective Bargaining Agreement requirements.
- Ensure timely and accurate payroll output of payroll warrants, expenditures, tax reporting, and third-party reporting.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Analyze computer output by verifying accuracy of data and program effects.
- Create and implement tests on business/operational-related complex payroll system processes.
- Develop solutions to system problems and work with Budget & Finance, Human Resources, and Information Technology management to resolve issues.
- Manage and conduct county Payroll training one-on-one and in group sessions, as needed; provide payroll expertise, procedural instruction, and guidance to department payroll liaisons and outside

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district payroll contacts; answer questions, resolve complaints, explain policies and procedures regarding employment taxes, retirement contributions, miscellaneous employee deductions, and explain state and federal regulations.

- Prepare payroll according to the Budgeting Accounting Reporting System (BARS) and budget appropriations.
- Maintain process documentation, validate policies and procedures against state and federal payroll laws and regulations.
- Maintain integrity of files in compliance with RCW Record Retention requirements.
- Assist County personnel by defining detail requirements in order to obtain desired system output for various old and new situations, e.g., coding, benefits, etc.
- Prepare procedural documentation for internal and external use.
- Update and maintain computerized systems, e.g., Workers Compensation table files.
- Develop, implement or revise new or existing payroll system policies, procedures, and/or processes.
- Provide guidance and supervision to other office employees.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Effectively persuade, inform, educate, train, solicit information from, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, division and individual work groups.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position and work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.
- Lift and carry up to 20 lbs.

OTHER JOB FUNCTIONS

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under administrative direction of the Chief Accountant and is assigned in terms of broad general objectives within the resources available. This employee exercises considerable independent judgment and decision-making on technical and administrative matters, consulting with higher-level authority in matters involving policy direction or clarification. Work is reviewed for fulfillment of the division and departmental objectives, for conformance with governing laws and regulations, adherence to budget, and in support and furtherance of Department mission, vision and goals. The Payroll Supervisor is responsible for direct supervision of personnel.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is primarily

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performed in an office environment on a daily basis. Travel to various meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site may be required. Public speaking and making oral presentations is required on a frequent basis.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Principles, practices, and methodologies of accounting, electronic payroll processing, e.g., Workday Payroll and Financials, Microsoft Suite, etc.
- Methods and practices of payroll preparation, calculation and control.
- Payroll reporting requirements, including Washington State Retirement rules and regulations, RCWs and WACs relating to eligibility, reportable and non-reportable compensation.
- State and Federal payroll laws, including employee garnishments, IRS tax levies, and IRS federal tax withholding.
- County Policies and Procedures, Collective Bargaining Agreements and Contracts, and other relevant laws, regulations, policies, and procedures.
- Budget appropriation and expenditure requirements.
- Budgeting Accounting Reporting System (BARS).

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Customer service, including handling sensitive and difficult issues with tact and patience.
- Attention to detail and accuracy.
- Time management, organizational, and problem-solving.
- Operating a computer utilizing various MS Office products (Excel, Word and Outlook) and proficiency in payroll-related systems.
- Verbal and written interpersonal communication.
- Performing mathematical calculations.
- Handling multiple competing priorities within tight timelines.
- Working with a variety of individuals from diverse backgrounds.
- Analytical thinking, problem solving and conflict-resolution.

Ability to:

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- Plan, supervise, direct, train, coordinate, and evaluate the work of subordinate staff.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department and County goals and objectives.
- Audit and monitor computer printout reports.
- Understand and execute complex oral or written instructions and apply available guidelines to widely varied situations.
- Identify discrepancies and errors.
- Operate a computer with proficiency.
- Work with constant interruptions and frequently changing priorities.
- Work long hours during peak reporting periods.
- Establish and maintain effective working relationships.
- Deliver excellent customer service in a timely manner.
- Maintain confidential payroll records and data according to RCW Records Retention requirements.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

RECRUITING REQUIREMENTS

A Bachelor's degree in Accounting, Business Management, or other related field; and, five or more years of progressive experience in accounting/payroll, including experience working with collective bargaining agreements and contracts, and at least one or more years experience in a supervisory/lead capacity.

Additional related experience and education that clearly demonstrates knowledge, skills and abilities to perform the job may be substituted for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County background investigation is required prior to employment.