

CITY OF GARDEN GROVE

PAYROLL SUPERVISOR

CLASS CODE: 133

RANGE: M171

DEFINITION:

Under general supervision, plans and oversees the daily functions, operations, and activities of the Payroll unit, including supervising staff in processing and reconciling of payroll, performing various technical accounting work, and management and financial reporting, and collaborating with others to implement system changes.

EXAMPLES OF DUTIES:

Verifies that payroll is processed properly according to memorandum of understandings, laws, regulations, policies and procedures;

Assesses data and timesheets and resolves inconsistencies;

Interprets, applies, and explains City policies and procedures, laws, and regulations related to payroll, including tax regulations, Fair Labor Standards Act, Public Employees Retirement System law, personnel rules and memorandums of understanding;

Develops, recommends, implements, and maintains payroll and related standard operating procedures;

Modifies or develops new procedures to comply with changing laws, regulations, and memorandum of understandings, and City policies and procedures;

Collaborates with other departments to modify payroll systems to accommodate changes to payroll procedures and resolves issues;

Provides payroll subject matter expertise in negotiation meetings;

Calculates and generates various payroll projection reports;

Reconciles payroll and tax withholding records;

Prepares State and Federal payroll reports;

Posts, balances, and reconciles various general ledger and subsidiary accounts;

Prepares month-end and year-end reports and reconciliations;

Prepares and records year-end journal entries and schedules for audit purposes;

Works with manager to provide auditors necessary information, documents, and reports;

Monitors expenditures and revenue of grant-funded accounts and generates applicable statements;

Processes and reviews check and wire requests;

Coordinates timely filing of tax returns and related reports;

Monitors changes and ensures compliance of all relevant and applicable laws, regulations, codes, memorandum of understandings, policies and procedures;

Provides assistance to departments and vendors regarding timekeeping, payroll, and accounts payable issues;

Supervises and trains assigned technical and clerical staff in payroll and related areas;

Performs general accounting functions;

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:

Three years of progressively responsible experience processing and reconciling payroll, preferably in a municipal setting, and one year of supervisory or lead experience.

Education:

Associate's degree with major coursework in accounting, finance, business administration, or related field. Bachelor's degree in accounting, finance, business administration, or related field is highly desirable.

Knowledge of:

Principles, practices, standards and controls of accounting, including payroll,

accounts payable, and grant accounting, auditing, and financial reporting; applicable federal, state, and local laws, regulations, agreements, codes, and ordinances governing wage and hour, payroll, financial record-keeping and reporting, taxation, and retirement; principles and practices of supervision and training; set-up and functions of computerized payroll and financial accounting systems.

Ability to:

Explain, interpret, and implement accounting and payroll principles and internal control standards; research and analyze payroll and other financial data, make sound conclusions and effectively present findings; schedule, assign, coordinate, train, supervise and evaluate the work of staff; communicate effectively, both orally and in writing; keep up-to-date on industry trends and changes to laws and regulations governing payroll; interpret legal documents, memorandums of understandings, and federal and state payroll guidelines and regulations; work collaboratively in a team environment and develop productive working relationships; operate a personal computer and use applicable software programs, such as MS Word, PowerPoint, and Excel; maintain the confidentiality of sensitive accounting and personnel data; and commit to providing quality customer service.

Other Requirements:

A California Class "C" Driver's License is highly desirable. Certified Payroll Professional (CPP) through the American Payroll Association (APA) highly desirable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbents in this classification sit, walk, stand, speak clearly; hear normal voice conversation; distinguish shades/use color vision; see small details; work on a personal computer; type or use a 10-key; and use a telephone.

WORK ENVIRONMENT:

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work in an open office environment.

JOB FAMILY: Account Specialist, Senior Account Specialist, Principal Account Specialist, Accounting Technician, Accountant, **Payroll Supervisor**, Senior Accountant, Principal Accountant or Accounting Supervisor, Finance Manager, Finance Director

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Approved: TBD