

Job Description

Job Title: Supervisor of Payroll
Position Code: 1E19, AE19
Job Classification: Exempt

Supervisor: Assist Supt. Business & Support Services
Pay Grade: 44
Contract Length: 245 Days

Job Summary

Position is responsible for the supervision of the division's payroll department. Position administers all facets of payroll management to include interpreting government regulations, ensuring accurate and timely payrolls, and coordinating the activities of a payroll staff.

Essential Duties

1. Administers the division's payroll function ensuring accurate and timely payrolls.
2. Interprets and ensures consistent application of school division policies and procedures relating to payroll operations and recommends revisions as necessary.
3. Ensures compliance with federal, state, and local laws and regulations affecting payroll operations.
4. Oversees the complete and accurate recording and computation of employee time, earnings, and leave records.
5. Manages the reporting and depositing of employee taxes in compliance with various governmental regulations.
6. Ensures the proper processing of wage garnishments, liens, child support orders, and bankruptcy orders.
7. Supervises the processing of optional payroll deductions to include bond purchases, health insurance, and life insurance.
8. Manages the school division's tax-sheltered annuity program.
9. Directs the preparation of annual employee wage and tax statements.
10. Schedules direct deposits for employees and resolves any associated complications.
11. Collaborates with the city data processing department in designing and revising automated payroll programs, scheduling payroll runs, and resolving program problems.
12. Supervises, trains, and evaluates all assigned staff in the day to day operation of the payroll department.
13. Acts as the contact person for internal or external audits of payroll records, systems, and procedures.
14. Prepares and compiles various reports and statistics pertaining to payroll matters.
15. Participates in meetings and special projects related to payroll issues as assigned.
16. Ensures the proper filing and storage of confidential employee payroll records.

(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.)

Other Duties

1. Performs any other related duties as assigned by the Assistant Superintendent of Business & Support Services or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree in business management, accounting, or a related field and at least five years related payroll experience with some experience in a supervisory or managerial capacity; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess the ability to organize and supervise the operations of a payroll department. Must possess a comprehensive knowledge of, and the ability to practically apply, general payroll principles and practices. Must

possess a thorough knowledge of governmental regulations affecting payroll operations. Must possess experience with automated payroll systems. Must possess excellent organizational, supervisory, and communication skills.

Working Conditions & Physical Requirements

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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Payroll Staff

Supervision Received: Assistant Superintendent, Business & Support Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Payroll will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 07/2019 CR