



CLASS SPECIFICATION

Class Code: 60000317
Date Established: 01/1986
Last Reviewed: 06/2021
Last Revised: 06/2021
Last Title Change: 03/2001
FLSA: non-exempt
Probation: 12 months

COUNTY PAYROLL SUPERVISOR

DEFINITION

Under direction, organizes, supervises, and coordinates the preparation and distribution of the Washoe County payroll; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time payroll processing experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A driver's license may be required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is a single position class that reports to an Accounting Manager of the Comptroller's Department. Responsibilities include exercise of considerable independence in the preparation and distribution of the County payroll. It is distinguished from the Accountant class series in that the duties performed by Accountants include a broader range of professional accounting work. It is distinguished from the Payroll Technician I and Payroll Technician II classifications in that duties include supervisory responsibilities and complex reporting, such as PERS.

SUPERVISION EXERCISED

Exercises direct supervision over payroll staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned staff, which may include staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; implementing discipline and conflict resolution procedures when necessary; assure efficiency, effectiveness and quality of work outputs; monitor and direct progress to achieve goals and objectives.

Correct timesheets submitted by personnel representatives and balance time reports ports; generate payments when all payroll transactions have been completed.

Reconcile payroll deductions posted to general ledger accounts; transmit positive pay files of checks and ACH files.

Cancel incorrect payments; make adjustments to appropriate accounts, and issue corrected payments.

Compile monthly/quarterly/annual reports for the retirement system, and federal and state agencies, disbursing requisite payments to various agencies, and ensuring against late penalties.

Balance work sheets and reports with fund accounts.

Consult with Technology Services during the updating of the payroll system and maintenance of payroll records. Process bi-weekly Washoe County payroll and bi-weekly for other entities, as required.

Enter, maintain, and verify accuracy of employee master files; coordinate with department Human Resources Representative and Human Resources Department to ascertain data is correct; make revisions as necessary.

Reconcile payroll deductions; process and disburse funds to respective recipient; process garnishments and levies, and any other third-party payments.

Coordinate with County employees and department payroll representatives and provide direction on proper coding and time reporting.

Process, sort, and verify payments to vendors; generate journal entries and match back-up documentation with funds distribution.

Audit data entry for completeness and accuracy

Read and interpret association agreements, codes, laws, and regulations related to payroll to ensure compliance.

Prepare and complete external filings of payroll data to regulatory and other entities.

Conduct research and special problem analysis as needed including special calculation models for non-standard payroll programs and situations.

Maintain appropriate levels of confidentiality.

Evaluate payroll operations, review work methods and procedures, and develop changes in work processes, workflow, and/or equipment used to increase the efficiency of operations.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Comptroller Department policies and procedures.

Countywide personnel policies.

Computer software specific to the department/division.

Principles and practices of supervision.

Ability to:

Effectively supervise, motivate, and develop staff in order to create a high-functioning team.

Plan, coordinate, and direct the payroll function to accomplish established goals and objectives and optimize efficiency.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Practices and procedures of a computerized payroll system.

Bookkeeping and basic accounting practices.

Policies, procedures, requirements, and methods used in the development and maintenance of payroll systems.

Principles and methods of financial and statistical recordkeeping and tax reporting.

Laws, rules, and regulations governing financial and payroll procedures and recordkeeping.

Planning and organization techniques.

Ability to:

Perform a wide variety of difficult and complex financial and statistical work required for the development and maintenance of the County payroll.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Interpret and apply rules, laws, and policies governing payroll administration.

Reconcile discrepancies in payroll and financial records.

Make mathematical calculations quickly and accurately.

Develop and implement recommendations regarding work procedures and cost-effective services.

Communicate effectively, both orally and in writing.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machine.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.