

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Payroll Supervisor

DEPARTMENT: Human Resources

E-PLAN
SG:E-12
CS:N
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

This position plans, organizes, coordinates, monitors and carries out the City's payroll function under the general direction of the Benefits and Payroll Manager. Responsible for supervising assigned staff and managing the day to day operations of the division. Analyzes, develops and recommends improvements to the payroll system. Oversees and processes payroll for City employees and pensioners. Ensures accurate disbursements of funds for payment of salaries and benefits. Updates payroll procedures and computer program parameters in accordance with union contract, legal requirements, City policies, and Civil Service Rule changes.

SUPERVISORY RELATIONSHIP:

Reports to the Benefits & Payroll Manager. The Payroll Supervisor supervises assigned Payroll and Benefits staff. City and Departmental rules, regulations, policies, procedures, labor contracts, and federal and State employment regulations govern the work.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, supervises, coordinates, monitors and troubleshoots the City's payroll processing functions.
2. Assigns and reviews, as well as performs during short pay cycles and in absence of the Payroll Lead, the processing of employee and retiree pay and benefits. This includes reviewing, processing, and correcting computer-generated reports each pay period prior to finalization of payroll; calculating various pays; and entering variable payroll information to ensure proper pay. Includes calculation and processing of retroactive payments under labor agreements.
3. Oversees the reconciliation and payment of payroll/benefit related vendors. Prepares and transmits State and federal quarterly and annual reports (e.g. IRS Form 941, W-2's, UI).
4. Hires and supervises assigned staff. Trains assigned staff in payroll processing procedures and regulations. Assigns and oversees daily work. Coaches, prepares performance reviews, and takes appropriate corrective action with assigned staff.
5. Recommends payroll related policies. Develops and implements procedures to provide adequate guidance and documentation for assigned staff as well as the various departments and employees. Performs department outreach and training.
6. Develops various statistical and narrative reports using both manual and computer system research for report generation.

7. Establishes priorities, goals, delivery methods and strategies. Analyzes, develops and recommends improvements to the payroll computer system to improve efficiency and accuracy. Troubleshoots problems and sees to their resolution. Modifies systems with available computer payroll program parameters. Prepares system changes and data for input to test the results on the system. Forwards other computer programming needs to computer staff or consultants for assistance, action or resolution. Develops and incorporates side-systems that facilitate more efficient processing and reporting.
8. Ensures all contracts, pay ordinances, administrative guidelines, Federal and State laws are implemented and correctly adhered to as they pertain to payroll. Maintains knowledge of and implements legal, regulatory, audit, contractual or benefit changes affecting the payroll system. Troubleshoots and solves problems by identifying possible errors or negative consequences of systems modifications related to compliance and service issues. Develops internal procedures and documentation for implementation of changes. Provides staff training.
9. Participates as member of Account Managers group in reviewing, discussing, and changing Human Resources practices at the City. Conducts, attends and participates in a variety of team or departmental meetings.
10. Provides input into labor contract proposals in regard to feasibility, efficiency, compliance, impact on and/or cost to the payroll system. Reviews and implements the results of labor contract negotiations to assure all City contractual obligations are fairly applied and executed.
11. Provides both oral and written information to employees, dependents, staff, pensioners, and vendors regarding the payroll system as well as specific pay and benefits issues. Receives and responds to inquiries from employees, dependents, staff, pensioners, and other agencies. Provides accurate and timely data and information; interprets, applies and explains applicable laws, regulations, policies and procedures.
12. Attends and participates in various planning and evaluation meetings concerning the payroll and accounting systems, benefits, and other compensation related matters.
13. Develops and oversees the maintenance of the records management systems for all Payroll divisional records.
14. Ensures the confidentiality of all City and employee documents not immediately subject to public disclosure.
15. Remains current with relevant technological advancements as it relates to the field.

ADDITIONAL WORK PERFORMED:

1. Responsible for the complete operation of payroll processes for the City in the absence of the Payroll Lead.
2. Performs other related duties within the scope of classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Working knowledge of the principles and practices of public payroll and benefit systems including knowledge of applicable federal, State and City laws, regulations, rules and policies and procedures.
- Good planning and organizing, problem-solving analysis and decision-making skills.
- Adaptability/flexibility and stress tolerance.
- Good oral and written communications skills for explaining policies and procedures, completing reports, and addressing employee questions and concerns.
- Ability to maintain the confidentiality of sensitive materials and communications.
- Good interpersonal skills for dealing with employees, the public, and representatives of public and private agencies.
- Ability to read, understand, and implement legal and procedural changes affecting work performed.
- Ability to develop a historical perspective of the City's payroll system and of past practice precedent setting.
- Ability to utilize a computer terminal and payroll related software programs.
- Ability to evaluate, recommend, and implement improvements to payroll system.
- Knowledge of basic math, including the ability to add, subtract, multiply, divide, and compute percentages.
- Ability to utilize a ten-key calculator with accuracy.
- Ability and willingness to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform required duties.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Works in an environment with frequent interruptions. May be required to work evening and weekend hours, as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years post-secondary coursework in basic accounting principles and practices. Bachelor's degree preferred.
- Four years experience in a computerized payroll environment, two years with primary responsibility for processing a payroll of 100 or more employees in a private or public organization.
- Advanced Excel skills for data analysis and validation.
- Thorough knowledge of applicable federal, State and City laws, rules and regulations.
- One year in a lead, supervisory or management role strongly preferred.
- Payroll experience with a union environment preferred.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

PREPARED BY: Kathryn Hanowell
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10/81

REVIEWED BY: _____
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REVISED BY: K.M.

6/87
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