



Payroll Supervisor

Human Resources

HR/5
Pay Grade: 19

JOB SUMMARY

This position is responsible for supervision and preparation of payroll for all County employees.

MAJOR DUTIES

- Trains, assigns, directs, supervises, evaluates and disciplines payroll personnel.
- Ensures compliance with all Webb County and Civil Service policies, practices and procedures; ensures compliance with federal guidelines.
- Coordinates and ensures the accuracy of payroll-related transactions.
- Reviews requests sent by various departments to ensure that the salary amount has been budget.
- Oversees the accuracy of entry of hours worked each pay period for all employees, including overtime hours and holiday pay.
- Ensures that all requests for overtime, incentive, car allowance, longevity pay, and other types of pay are properly budgeted.
- Collects all deduction information, including insurance, child support, retirement, cafeteria plan, credit union, and other deductions
- Collects all component information, including changes in position and department transfers.
- Prepares the payroll analysis report to balance with financial ledger.
- Ensures the accuracy bi-weekly payroll wire transfer reports.
- Prepares the accuracy of the retirement contribution report and wire transfer of payment.
- Prepares 941 reports to meet quarterly deadlines.
- Prepares child support reports.
- Prepares and performs month- and year-end payroll reports.

- Prepares Quarterly Unemployment Report and payment.
- Prepares Workers Compensation reports.
- Prepares the processing of W-2's and files report with Social Security Administration.
- Performs any other duties as assigned by Director.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of payroll processes and procedures.
- Knowledge of relevant local, state and federal laws.
- Knowledge of generally accepted accounting principles.
- Knowledge of customer service principles.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise financial reports.
- Skill in the training and supervision of personnel.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish; preferred.

SUPERVISORY CONTROLS

Human Resource Director assigns work in terms of general instructions. The payroll supervisor reviews completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include generally accepted accounting principles, county personnel policies and procedures, Civil Service regulations, and related federal, state and local laws and regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and payroll management duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to supervise payroll functions in support of county government operations. Success in this position contributes to the accuracy and efficiency of county payroll transactions.

CONTACTS

- Contacts are typically with co-workers, other county personnel, auditors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Payroll Technician.

MINIMUM QUALIFICATIONS

- Must have one to three years' experience or service; preferred.
- Ability to be bonded.
- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

