CLASS SPECIFICATION

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

NA

DISTINGUISHING CHARACTERISTICS

This is a single position class that reports to the Comptroller. 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.

SUPERVISION EXERCISED

Exercises direct supervision over support staff.

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

Plan, organize, and supervise the work of staff responsible for the development, preparation, and distribution of the Washoe County payroll.

Provide training and work evaluation for assigned personnel.

Code timesheets submitted by personnel representatives and balance time reports.

Order the generation of checks when all payroll transactions have been completed.

Reconcile payroll deductions to ensure proper funds in accounts for withholding tax, insurance, and credit unions.

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

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

Balance work sheets and reports with fund accounts.

Coordinate changes to the master files and update files.

Assist personnel representatives with the preparation of timesheets and adjustments.

Consult with M.I.S. during the updating of the payroll system and maintenance of payroll records.
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:**
- Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.
- 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:**
- Principles of supervision and training.
- 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.
- Interpret and apply rules, laws, and policies governing payroll administration.
- Reconcile discrepancies in payroll and financial records.
Make mathematical calculations quickly and accurately.

Operate a variety of computing and office equipment.

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

Communicate effectively, both orally and in writing.

Maintain effective working relationships with outside vendors, division staff, and representatives of other departments.

Deal tactfully and courteously with a variety of different people in providing information and resolving payroll problems.

**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.*

Approved _____ WERCCS Job Evaluation Committee _____ Date _____January 28, 2004_____