SUPERVISOR – PAYROLL

DEFINITION:
Under the supervision of the Director of Fiscal Services, supervises and performs financial, clerical, and related
work involving the computation and maintenance of all payroll accounting records, including governmental
reports and statistical information; coordinates, oversees and participates in the preparation and maintenance
of a variety of automated and manual records and reports related to the payroll function; trains and evaluates
the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervisor- Payroll - Continued Pag e 2 • Organization and direction of payroll operations and activities. • Advanced principles and techniques involved in payroll preparation and processing. • Tax withholding, voluntary deductions, garnishments and supplemental insurance. • Preparation, maintenance, verification and processing of payroll records and reports. • Generally accepted accounting principles, practices and procedures. • Preparation, review and control of assigned accounts. • Organizational payroll policies and objectives. • Financial and statistical record-keeping techniques. • Preparation of financial statements and comprehensive accounting reports. • Applicable laws, codes, regulations, policies and procedures. • Advanced payroll functions of an educational organization. •

Supervisor- Payroll - Continued Page 3  Lifting, carrying, pushing or pulling objects up to 25 pounds.
WORK ENVIRONMENT:

Indoor
/Office
 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.
 The noise level in the work
environment is usually moderate.

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