

# NEW CASTLE COUNTY GOVERNMENT

Number 0214

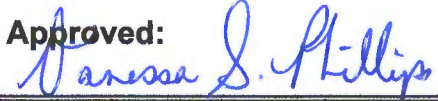
## CLASS SPECIFICATION

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Date 08/04/17

Title: PAYROLL SUPERVISOR

Approved:



**GENERAL STATEMENT OF DUTIES:** Performs professional supervisory work related to the County's centralized payroll operation; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs a variety of professional and supervisory tasks associated with all aspects of payroll activities for County employees. This employee supervises accounting functions in the preparation, processing, maintenance, verification and reconciliation of payroll records for County personnel. Work involves the exercise of judgement in the application of prescribed policies, procedures, laws and regulations. This is a confidential position dealing with sensitive payroll-related matters. This employee is supervised by an Accounting and Fiscal Manager or other designated supervisor.

**EXAMPLES OF WORK:** (Illustrative only)

- Supervises the daily activities of the payroll unit with adherence to personnel and administrative policies, collective bargaining agreements, County Code, Federal and State laws and other financial regulations;
- Conducts research, prepares reports and makes recommendations regarding fiscal activities as they relate to the centralized payroll and human resource information system;
- Supervises, trains, and instructs employees;
- Monitors and evaluates personnel performance, prepares performance evaluations and conducts performance appraisal discussions;
- Recommends training for subordinates;
- Reviews and approves employee leave requests;
- Recommends appropriate progressive discipline as necessary;
- Provides technical assistance and advice to payroll timekeepers and fiscal personnel in other departments;
- Responsible for enrolling and maintaining time reporter records and security access;
- Monitors all phases of payroll calculations each week;
- Reviews gross-to-net transactions, reconciliations and analysis;
- Reviews all final payroll registers and participates in the verification of the general ledger interface;
- Develops monthly statistical reports and schedules used to maintain the integrity of the data stored in PeopleSoft for management use;
- Updates and maintains various payroll tables within PeopleSoft;
- Assists Information Systems with PeopleSoft updates, upgrades and enhancements by performing parallel tests and analyzing results;
- Formulates and updates written procedures and guidelines for the payroll staff used as training tools and to strengthen internal controls for the department and County-wide;
- Reconciles the payroll clearing account and liability accounts on a monthly basis;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

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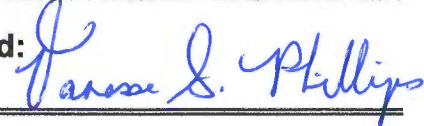
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Date 08/04/17

## CLASS SPECIFICATION

Title: PAYROLL SUPERVISOR

Approved:



**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the principles and practices of payroll operations and tax regulations; thorough knowledge of accounting principles and practices; a strong understanding of an automated payroll system; a strong working knowledge of financial databases, information systems and electronic payment systems; ability to supervise the work of others; good knowledge of government organization, procedures and system analysis; good knowledge of office management practices and procedures; ability to understand and follow complex oral and written directions; ability to conduct research, draw conclusions and make recommendations to management; ability to make decisions in accordance with laws, ordinances, regulations, and established policies; ability to prepare clear, concise reports; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain confidentiality in all aspects of the work; ability to establish and maintain courteous and effective working relationships with management, employees, vendors and outside agencies.

**MINIMUM QUALIFICATIONS:** At least three (3) years of experience in payroll operations; and possession of a Bachelor's Degree from an accredited college or university with major course work in business, accounting or finance; or an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

**PREFERRED QUALIFICATIONS:** Three (3) years of experience working with the PeopleSoft payroll system.

**ADDITIONAL REQUIREMENTS:** Ability to pass a Class III County physical examination and background check.

**HISTORY OF REVISIONS:**

Established: 11/02/12  
Revised: 08/04/17