

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

PAYROLL SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/accounting work associated with overseeing production of county payroll. Duties and responsibilities include supervising assigned employees, supervising all aspects of county payroll processing, generating paychecks and payroll reports, maintaining salary schedules and updates, coordinating tax reporting and payments, producing various reports, and maintaining records. Reports to Finance Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Interprets, applies, and ensures compliance with applicable accounting guidelines, employment laws, and all other applicable laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Consults with Director of Finance, County Mayor, and other officials to discuss employment issues and personnel policies, review operations and activities, review/resolve problems, receive advice/direction, and provide recommendations.

Supervises and monitors processing of a variety of documentation associated with department operations within designated timeframes and per established procedures.

Supervises all aspects of county payroll processing; oversees payroll production, adjustments, and corrective payments; ensures timely completion of each payroll, deposit of money into payroll account, and wiring of direct deposit data to financial institution; initiates resolution of any errors identified by state/federal government agencies.

Prepares/processes bi-weekly and monthly payroll for county employees according to pre-determined schedules; receives/organizes timesheets; reviews for accuracy and completeness; makes necessary calculations; researches discrepancies or missing information.

Processes, calculates, and monitors garnishments and other court-ordered deductions; prepares/submits required reports or documentation.

Rutherford County, Tennessee • Payroll Supervisor

Enters data into computerized financial system and balances/verifies data; keys time worked, salary information, payroll deductions, vacation/sick leave information, changes to employee records, or other payroll data into computer system; verifies accuracy of entered data and makes corrections; reconciles entered payroll data with payroll edit reports; generates payroll reports and checks; maintains records.

Generates payroll checks; prepares checks for distribution or mailing; processes voids and stop payments as appropriate; reconciles outstanding checks.

Coordinates audit activities; supervises in-house audits of payroll documentation to ensure accuracy; provides required documentation and information to auditors during external audits.

Posts payroll data to general ledger.

Coordinates maintenance and reconciliation of the county's payroll clearing account to cover employee payrolls.

Prepares bank deposits; reconciles bank statement accounts.

Prepares and sends wire to the Trustees Office and IRS; wire the savings to the bank.

Coordinates tax reporting and payment of taxes in accordance with state/federal tax requirements; processes all applicable tax payments; ensures proper calculation of federal taxes and timely wiring of tax payments; prepares required tax reports and submits to appropriate agencies; coordinate production, and verification.

Prepares various payroll reports, retirement reports, tax reporting forms, or other documentation; compiles data for report preparation; submits reports/forms to appropriate individuals or agencies; ensures submission of any associated payments.

Coordinates design and production of data-defined reports requested by third party requestors, including individuals from county departments or outside agencies.

Prepares and maintains salary schedules; develops projections of individual employee budgeted salaries based upon established criteria; implements salary increases by employee anniversary date; enters updated salary data into computer.

Performs a variety of general accounting/bookkeeping functions, such as preparing journal entries, balancing accounts, researching financial discrepancies, correcting data errors, keying financial data, or maintaining financial records.

Provides general/financial support to the department.

Prepares or completes various forms, reports, correspondence, payroll checks, check registers, payroll reports, tax forms/reports, employee retirement plan reports, salary schedules, or other documents.

Receives various forms, reports, correspondence, time sheets, personnel action forms, new hire forms, tax forms, garnishments, bank statements, tax guides, accounting guidelines, laws, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Rutherford County, Tennessee • Payroll Supervisor

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, financial, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Prepares departmental files; maintains file system of departmental records.

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming mail, or preparing outgoing mail.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; retrieves messages from voice mail; returns calls as necessary.

Responds to complaints and questions related to payroll, taxes, or other department issues; provides information, researches problems, and initiates problem resolution.

Communicates with supervisor, county officials, employees, other departments, vendors, financial institutions, state/federal agencies, retirement plan administrator, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains confidentiality of departmental documentation and issues.

Maintains a comprehensive, current knowledge of requirements of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting or closely related field; supplemented by three (3) years previous experience and/or training that includes governmental accounting, general accounting, bookkeeping, payroll administration, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; and the ability to compute discount, interest, profit and loss, ratio and proportion.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Printing/Distributing Checks

Estimated Total Hours: 1 **Maximum Continuous Time:** 15 minutes

2. SITTING

Tasks: Entering/Checking Data

Estimated Total Hours: 6.5 **Maximum Continuous Time:** 45 minutes

3. LIFTING/CARRYING

Objects: More frequent in the first quarter of the year

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs			X		
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: Payroll Books
Height of hands above floor during push: Various

5. BENDING/SQUATTING/KNEELING

Tasks: Putting paper box in the printer
Frequency: Weekly

6. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	100 % of time
Outside	0 % of time

7. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash	X	

8. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date