

Water Authority Position Description

PAYROLL SUPERVISOR

Status	Position Code	Level	Date
APPROVED	PASV	P27	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

OVERSEE AND COORDINATE PAYROLL ACTIVITIES FOR THE AUTHORITY. ENSURE WORK QUALITY AND ADHERENCE TO ESTABLISHED POLICIES AND PROCEDURES AND PERFORM THE MORE TECHNICAL AND COMPLEX TASKS RELATED TO PAYROLL.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN ACCOUNTING, BUSINESS ADMINISTRATION OR RELATED FIELD AND SIX (6) YEARS ACCOUNTING AND/OR PAYROLL EXPERIENCE INCLUDING TWO (2) YEARS SUPERVISION. RELATED EXPERIENCE MAY BE INTERCHANGEABLE FOR EDUCATION ON A YEAR FOR YEAR BASIS. FCP OR CCP CREDENTIALS REQUIRED WITHIN TWO (2) YEARS.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 EXPERIENCE IN A GOVERNMENTAL ENTITY, ESPECIALLY A PERA- AFFILIATED EMPLOYER.
 EXPERIENCE WITH SUNGARD PUBLIC SECTOR (ONESOLUTION) OR SIMILAR HRIS/FINANCIAL SOFTWARE PROCESSING SYSTEMS.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM THE CONTROLLER
 EXERCISE DIRECT SUPERVISION OVER TECHNICAL AND PAYROLL STAFF.

ESSENTIAL FUNCTIONS

1. PLAN, PRIORITIZE, ASSIGN, REVIEW AND PARTICIPATE IN THE WORK OF STAFF RESPONSIBLE FOR PERFORMING VARIOUS ACCOUNTING FUNCTIONS RELATED TO THE AUTHORITY'S PAYROLL. COORDINATE DAILY WORK ACTIVITIES AND MONITORS STATUS OF WORK IN PROGRESS; INSPECT COMPLETED WORK OF STAFF.
2. PARTICIPATE IN THE DEVELOPMENT OF POLICIES AND PROCEDURES. MONITOR WORK ACTIVITIES TO ENSURE COMPLIANCE WITH ESTABLISHED POLICIES AND PROCEDURES. MAKE RECOMMENDATIONS FOR CHANGES AND IMPROVEMENTS TO EXISTING STANDARDS AND PROCEDURES.
3. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES. IMPLEMENT APPROVED POLICIES AND PROCEDURES.
4. PERFORM THE MORE TECHNICAL AND COMPLEX TASKS OF THE PAYROLL DEPARTMENT INCLUDING PREPARATION OR REVIEW OF VARIOUS REGULATORY REPORTS.
5. PARTICIPATE IN THE DEVELOPMENT, TESTING, IMPLEMENTATION AND/OR MAINTENANCE OF AUTOMATED SYSTEMS USED IN PAYROLL FUNCTIONS.
6. INTERPRET INTERNAL REVENUE SERVICE REGULATIONS THAT PERTAIN TO THE ISSUANCE OF A VARIETY OF FORMS, REVIEW AND DIRECT THE MAINTENANCE OF ISSUING FORMS. ENSURE THE TIMELY PREPARATION AND SUBMISSION OF REQUIRED FORMS TO AVOID PENALTIES.
7. REVIEW, INTERPRET AND ENSURE COMPLIANCE WITH BARGAINING UNIT AGREEMENTS, WUA ORDINANCES AND POLICIES, AND FEDERAL AND STATE REGULATIONS RELATED TO EMPLOYEE DEDUCTIONS, TAXATION AND REPORTING.
8. PARTICIPATE IN THE SELECTION OF PAYROLL STAFF; PROVIDE OR COORDINATE STAFF TECHNICAL TRAINING; WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. SELECT, TRAIN, MOTIVATE AND EVALUATE PAYROLL PERSONNEL; PROVIDE OR COORDINATE STAFF TRAINING.
9. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES.
10. MAINTAIN A SELF-AUDIT FUNCTION TO ASSURE COMPLIANCE WITH INTERNAL AND EXTERNAL AUDIT ACTIVITIES.
11. INTERPRET AND IMPLEMENT INTERNAL REVENUE SERVICE, SOCIAL SECURITY ADMINISTRATION, DEPARTMENT OF LABOR, STATE OF NEW MEXICO AND PERA REGULATIONS/CHANGES THAT PERTAIN TO PAYROLL ISSUES AT THE AUTHORITY PAYROLL DIVISION.
12. CONDUCT TRAINING SESSIONS REGARDING PAYROLL AND TIME AND LABOR FUNCTIONS AS NEEDED.
13. DESIGN AND MAINTAIN ELECTRONIC/PAPER FILING SYSTEM FOR VARIOUS PAYROLL AND TIME AND LABOR INFORMATION TO ADHERE TO FEDERAL AND STATE LAWS AND INTERNAL RETENTION POLICIES; ASSURE THAT ALL BIWEEKLY PAYROLL DOCUMENTS ARE APPROPRIATELY SORTED, FILED AND STORED ACCORDING TO THE GOVERNING GUIDELINES; VERIFY ALL SETTLEMENT DOCUMENTS, PERA INQUIRES, AND PUBLIC INFORMATION REQUESTS ARE FILED AND MAINTAINED ACCORDING TO GOVERNING POLICIES.

SUPPLEMENTAL FUNCTIONS

1. PERFORM DUTIES AS ASSIGNED.

PREFERRED KNOWLEDGE

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF A HRIS OR FINANCIAL SOFTWARE PROCESSING SYSTEM RELATED TO PAYROLL FUNCTIONS.
ABILITY TO INTERPRET, UNDERSTAND AND APPLY MULTIPLE UNION CONTRACTS.
ADVANCE KNOWLEDGE OF GENERALLY ACCEPTED ACCOUNTING PRINCIPLES AND RELATED METHODS USED IN GOVERNMENTAL ACCOUNTING.
SUPERVISION, TRAINING AND PERFORMANCE EVALUATION.
PRINCIPLES AND PROCEDURES OF FINANCIAL RECORD KEEPING AND REPORTING
PERTINENT FEDERAL, STATE, AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

INTERPRET AND EXPLAIN AUTHORITY POLICIES AND PROCEDURES.
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING.
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK.
ABILITY TO OPERATE A PERSONAL COMPUTER FOR WORK PROCESSING, SPREADSHEET AND DATABASE SOFTWARE APPLICATIONS.
ABILITY TO USE ONESOLUTION OR SIMILAR FINANCIAL SYSTEMS.
READ, ANALYZE AND INTERPRET TECHNICAL REPORTS, GENERAL BUSINESS PERIODICALS, PROFESSIONAL JOURNAL, TECHNICAL PROCEDURES OR GOVERNMENTAL REGULATIONS.
INTERPRET A VARIETY OF INSTRUCTIONS FURNISHED IN WRITTEN, ORAL, DIAGRAM, OR SCHEDULE FORM.
ABILITY TO WRITE REPORTS, BUSINESS CORRESPONDENCE AND PROCEDURE MANUALS.
ABILITY TO WORK WITH MATHEMATICAL CONCEPTS TO ANALYZE PROBLEMS, INTERPRET DATA AND APPLY TO PRACTICAL SITUATIONS FOUND IN THE WORKPLACE.

WORKING CONDITIONS

OFFICE ENVIRONMENT

PHYSICAL REQUIREMENTS

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL CONDITION NECESSARY FOR WALKING, STANDING OR SITTING FOR PROLONGED PERIODS OF TIME.