

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Payroll Supervisor	<u>CLASS NUMBER:</u> 60213	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N12	<u>POSITION CONTROL #:</u> 100430
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director Finance (100440)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Payroll Specialist 2 (100434) Payroll Specialist 3 (100435, 100436)		

CLASSIFICATION PURPOSE:

The primary purpose of the Payroll Supervisor classification is to ensure timely preparation, processing and accuracy of agency payroll. Supervise and train assigned staff. Prepare financial reports.

JOB DUTIES:

Manage the daily operation of the payroll department. Supervise assigned staff, overseeing the processing and submission of payroll. Maintain accurate time records and payroll files. Provide accurate information to the auditor’s office for the preparation and approval of payroll through the payroll system (MUNIS). Coordinate employee benefits with human resources department. Prepare and submit necessary agency payroll forms to human resources and auditor’s office. Develop, maintain and distribute forms and memorandums to agency staff concerning payroll processing procedures and changes. Generate payroll and compensation reports. Prepare financial summaries for upper management. Ensure accurate and timely processing of data submission and paperwork submitted to human resources and auditor’s office. Ensure compliance with laws and regulations related to payroll. Use computer systems for processing of payroll and employee record keeping. Provide technical advice on payroll to agency staff. Research and resolve problems and questions relating to employee payroll and benefits. Maintain appropriate documentation for audit purposes and provide for the internal control and safeguard of the agency.

Supervise staff activities on the job and provide performance feedback. Evaluate and prepare performance reviews. Monitor distribution of workload. Instruct staff of changes affecting payroll. Ensure adequate training is provided to staff. Review, prepare & assists in developing payroll training courses. Reply to inquiries from agency staff, management and county administration on payroll related issues. Maintain knowledge of county policies and procedures, agency specific policies and procedures, and union contract. Identify weak internal controls and recommends procedure improvements. Assist in planning and development of employee benefits and payroll policies. Assist in implementation of new procedures. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of: budgeting; bookkeeping; workforce planning; employee training and development; supervision; public relations; agency policy and procedures; government structure and process; electronic data processing. Skill in typing; equipment operation. Ability to deal with variety of variables in somewhat unfamiliar context; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in accounting, public administration, political science or business management plus 24-months training or 24-months experience in general payroll operations or four (4) years of experience in general payroll operations.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction and training; to maintain department standards; to recommend employee’s discipline or discharge; to act on employee issues; to recommend and/or approve salary increases.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date