



**Franklin County**  
**Department of Job & Family Services**  
1721 Northland Park Ave.  
Columbus, Ohio 43229

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Payroll Supervisor **PCN:** 100430  
(Non-Bargaining)

**DEPARTMENT/Location:** Finance Department/Northland **P. R.:** N12

**REPORTS TO:** Deputy Director, Finance

**RESPONSIBILITIES:** Manage the daily operations of the payroll department. Supervise Payroll Specialists responsible for agency employee payroll. Oversee the processing and submission of payroll. Research and resolve problems and questions relating to employee payroll and benefits. Provide technical advice on payroll to agency staff. Coordinate employee benefits with Franklin County Department of Human Resources. Maintain and supervise complex confidential payroll, financial, and personnel files of approximately 600 employees for preparation and approval of payroll (MUNIS System). Develop, maintain and distribute forms and memorandums to agency staff concerning payroll processing.

Provide performance feedback and necessary training to payroll staff. Evaluate and prepare performance reviews. Monitor distribution of workload. Assist in planning and developing employee payroll policies. Maintain appropriate documentation for audit purposes and provide for internal control and safeguard of the agency. Develop special reports as required. Ensures compliance with laws and regulations related to payroll and maintain knowledge of County policies and procedures, agency specific policies and procedures, and union contracts.

**MINIMUM QUALIFICATIONS:** Associates degree in accounting or related field with 2 years of experience in general payroll operations and 1 year of supervisory experience; or an equivalent combination of training and experience.

**STARTING SALARY:** \$20.34 per hour, plus a Comprehensive Benefits Package  
180 day probationary period

**DATE POSTED:** Friday, April 21, 2017

**DEADLINE TO APPLY:** Thursday, May 4, 2017

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.