

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Payroll Supervisor**

Dept.: **Business Office**

Job Code Number: **10125**

Reports to: **Business and Finance Manager**

Grade Number: **17, Non-represented**

Effective Date: **January 2008**

FLSA Status: **Exempt**

General Position Summary

The position has the ultimate responsibility for ensuring that all KCLS payroll functions are completed in a timely and accurate manner. The position plans, organizes and oversees semi-monthly payroll processing for all KCLS employees; ensures payroll activities comply with all federal, state and local laws, rules, regulations, and employee union contracts. Ensures all internal and external payroll related reporting and administration of all payroll related programs are completed accurately, within guidelines and in a timely manner. Provides supervision, training and performance review of assigned personnel. Promotes team collaboration and best use of payroll staff capabilities. The position also works directly with the Business and Finance Manager on employee benefits rate implementation, development of policies and procedures related to the payroll function to improve and increase the efficiency of the payroll function, as well as payroll section budgeting.

Essential Duties/Major Responsibilities

1. Plan, organize and oversee the performance of tasks necessary for the processing of semi-monthly payrolls; assure the accuracy of payroll and that payroll time lines are met.
2. Interpret federal and State laws related to payroll operations and assure KCLS compliance. Ensure processing of wage garnishments, unemployment claims and various accounts with appropriate agencies and vendors. Research and review bargaining unit contract and ensure payroll compliance.
3. Prepare comprehensive federal and State quarterly and annual reports. (Examples quarterly 941's; monthly PERS transmittal reporting and annual W-2 reporting). Compile and organize payroll-related data and prepare reports and summaries as requested to assist management in accounting, budgeting/reporting process.
4. Monitor, oversee and evaluate payroll office processes and revise and update and implement software system changes to assure accurate and efficient operation. Develop policies and procedures related to the payroll function to improve and increase the efficiency of the function.

5. Oversee and participate in the reconciliation of individual earnings for W-2 reporting, voluntary and involuntary benefit programs and Deferred Compensation program. Oversee the processing of employee voluntary and involuntary deductions, vendor warrant distribution, tax status changes, wage garnishments and subpoenas of employee records.
6. Update and train staff in various payroll/personnel related areas such as State labor-relation laws, garnishments laws, savings bonds processing and PERS reporting requirements.
7. Select, train and evaluate the performance of assigned staff; take initial disciplinary actions and recommend transfers, reassignment, suspensions and termination.
8. Communicate with representatives of federal and state government agencies, financial institutions and state department retirement systems staff; make decisions, resolve issues and coordinate necessary activities.
9. Approve and authorize payroll check printing and direct deposit transmittal to the bank. Review and approve final gross pay calculations by the JD Edwards system each pay period.
10. Work with the Business and Finance Manager to implement employee benefits rates.
11. Work with the Business and Finance Manager to develop and implement the payroll section of the budget.

Secondary Duties:

1. Provides backup to related position.
2. Serves as a member of various employee committees as required.
3. Performs other related duties as assigned.

Communication:

Contacts are normally made with KCLS employees and customers, vendors, etc. Contacts are frequently made on own initiative and occasionally made at the supervisor's request and initiated by a third party. The position has a requirement to interact with customers regularly and communications regularly contain confidential/sensitive information necessitating discretion.

Initiative:

The position is responsible for problem solving with others within own department and with Human Resources. Position must engage in troubleshooting and problem solving within the scope of payroll and within payroll software. Consideration of facts and options is required. Must make decisions both in a consensus format as well as independently. Non-routine decisions may be subject to review. Position provides some assistance to other departments. Design of new programs, methods, systems, procedures or policy is a frequent responsibility. The job involves a degree of complexity and it operates independently with minimal

supervision. The incumbent must stay abreast of the constant changes in payroll processing laws and regulations and must ensure KCLS compliance.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. Refined planning and goal-setting skills are required and the incumbent plans as part of a group activity. Some strategic planning at the department level is a requirement. The position makes decisions that have impact across all work units and the Business and Finance Manager occasionally monitors the work. Errors in the incumbent's work could result in errors in employee paychecks, incorrect reporting to various federal and state government agencies, errors in payroll activity reporting and lack of compliance with internal control requirements. Delays could result in late paychecks, late payment to the Internal Revenue Service, child support agencies, the state retirement system, etc.

Leadership:

The position is responsible for mentoring and supervising the payroll function and staff. It is responsible for promoting organization values within the work unit or department and as a representative of the organization to vendors, staff and/or retirees and former employees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Two years of college with a major in business or equivalent field.
- Four to six years of progressively responsible experience in payroll, with some relevant accounting experience.
- Program specific training and on-the-job experience in applicable programs and systems such as JDEdwards or equivalent complex payroll software to acquire knowledge and skills in relevant job areas.
- Or a combination of education and/or training and/or experience, which provides an equivalent background, necessary to perform the work of the classification.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of policies, procedures, methods and systems involved in preparation, verification, maintenance and processing of payroll records.
- Thorough knowledge of Federal taxes withholding requirements, state retirement reporting requirements, garnishment laws, and other applicable governmental codes and laws.
- Thorough knowledge of computer application, word processing, database and spreadsheets.

- Thorough knowledge of computerized financial and human resources software systems and requirements applicable to the payroll function.
- Extensive knowledge of computer software such as Excel, Word, Access, and JDEdwards (end user and technical) and CreateForm (end user and technical) software.
- Considerable knowledge of technical aspects of payroll management and processing.
- Considerable knowledge of English and math.
- Demonstrated knowledge of bookkeeping techniques, accurate and reasonable speed in arithmetic operation.
- Demonstrated knowledge of software system implementation and/or system upgrades.
- Knowledge of basic accounting policies and procedures.
- Knowledge of record-keeping techniques.
- Some knowledge of principles and practices of supervision and training.

Ability to:

- Use tact, patience and courtesy in interpersonal relations.
- Accurately process high volumes of extremely detailed data under tight time deadlines.
- Communicate effectively with employees or vendors regarding numerous concerns in a wide variety of situations.
- Read, speak, write and understand the English language.
- Work independently with little direct supervision.
- Develop and maintain a customer service orientation towards suppliers, vendors, employees, staff and others.
- Meet established timelines through own and other's work.
- Be available and accountable for organization and department needs.
- Supervise and train technical and support staff.

Skill in:

- The use of computer software and hardware
- Working as a member of a team approach in solving problems developing systems, and working efficiently.
- Listening to, understanding and interpreting information received from employees, staff and vendors.
- Establishing and maintaining effective working relationships with employees and vendors as well as staff.
- Establishing and fulfilling department work plans to ensure payroll meets assigned responsibilities.

- Oral and written communications.

SPECIAL REQUIREMENTS

4 Year college degree in Business related field preferred, but not required
Certified Payroll Professional preferred, but not required

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Constant sitting, extensive close work (eyestrain) and extensive PC work are required.

Advancement Possibilities:

Accountant
Budget/Finance Analyst

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01
Revised: 10/31/07
Final: 11/09/07