



City of Phoenix PAYROLL SUPERVISOR

JOB CODE 03190

Effective Date: 05/93

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to plan, coordinate, and schedule work in the City's payroll section. Work includes verifying and processing operating departments' payroll time exception reports and requests for time check payments; compiling, reviewing, and verifying the City's payroll and fringe benefits by funds; preparing both internal and external payroll reports to facilitate management and departmental control; reporting and paying the employer's and employees' taxes, premiums, and miscellaneous withholdings to appropriate agencies; and supervising the Payroll section staff. The incumbent evaluates, develops, and recommends changes in payroll systems and procedures, maintains controls for payroll systems, and is responsible for processing wage assignments and legal levies against wages. Work is performed under the supervision of an Accounting Supervisor who evaluates performance based upon results achieved.

ESSENTIAL FUNCTIONS:

- Resolves inquiries and complaints from the public and employees arising from interpretations of payroll regulations;
- Oversees payroll related processing between the Payroll Section, operating departments, Personnel, and Management Information Systems departments;
- Evaluates effects of proposed Memoranda of Understanding on payroll, expense, and methods of implementation;
- Supervises Accountants I, II and III, Account Clerks II and III, Records Clerk II and conducts periodic staff meetings;
- Enforces established payroll related policies, procedures and regulations;
- Participates in task forces and committee meetings;
- Ensures timely reporting and payment of the employer's and employees' withholding taxes and miscellaneous withholdings to appropriate agencies;
- Performs research and prepares reports;
- Reviews all correspondence being mailed from Payroll section;
- Evaluates and develops changes to the payroll business and computer systems and procedures;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of supervision and personnel management.
- City's Personnel Rules, Memoranda of Understanding, Administrative Regulations, and Operating Procedures.
- Arizona Revised Statutes and Department of Labor regulations affecting payroll deductions and exclusions.
- Federal and State income tax regulations.
- Computerized management information systems.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with customers, clients and the public using a telephone and in group and face-to-face, one-on-one settings.
- Comprehend and make inferences from material written in the English language.
- Work cooperatively with other employees, customers, clients, and the public.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of professional accounting experience in payroll, including two years in a supervisory capacity utilizing a computerized process, and a bachelor's degree in accounting or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.