

**St. Tammany Parish Sheriff's Office
Job Description**

Job Title: Payroll Supervisor/Trainee
Department: Accounting/Finance
Reports To: Controller
FLSA Status: Non-exempt
Prepared Date: 01/26/2016
Salary: \$34,352 - \$40,843

SUMMARY - Supervises and coordinates activities of workers engaged in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reviews, or directs review of, personnel records to determine names, rates of pay, and occupations of newly hired workers, and changes in wage rates and occupations of employees on payroll.

Records, or directs recording of, new or changed pay rates in payroll register or computer files.

Directs computation of pay according to company policy.

Directs compilation and preparation of other payroll data such as pension, insurance, and credit union payments.

Reviews and approves payroll deductions.

Interprets company policies and government regulations affecting payroll procedures.

Directs preparation of all required government payroll reports.

Reviews payroll to ensure accuracy.

Determines work procedures, prepares work schedules, and expedites workflow.

Issues written and oral instructions.

Studies and standardizes procedures to improve efficiency of subordinates.

Manages and approves needed adjustments, errors and complaints.

Processes all payroll deductions to include payroll tax returns, W-2's, and other required reports and forms

SUPERVISORY RESPONSIBILITIES

The payroll supervisor supervises two (2) full-time payroll employees and one (1) part time employee.

Responsibilities will include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Participate in the interview and hiring process of new employees for the department.

Develop staff work procedures, direct and assign work, and expedite workflow. Study and standardize procedures to improve efficiency of subordinates.

Assign duties and examine work for accuracy, neatness, and conformance to policies and procedures. This position must stay up to date with current payroll law and government reporting requirements and implement required changes.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business or public administration and 5 years of payroll experience; or equivalent combination to include minimum of an associate degree in a business field and additional payroll experience. Applicant must be highly proficient in Kronos, Crystal Reports and Microsoft Excel and a highly detailed oriented individual.

LANGUAGE SKILLS - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS - Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voters registration card); birth certificate (minimum age of 18 years); Social Security Card.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.