



## Title: Payroll Supervisor

**FLSA STATUS:** Exempt from overtime.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Finance Manager.

Exercises direct supervision over 2 full-time employees, Payroll Specialist.

**MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

**JOB SUMMARY**

The purpose of this position is to manage all functions and processes of payroll. This is accomplished by supervising employees within Payroll and planning, organizing and overseeing all functions within the Payroll division. This position is responsible for system maintenance and testing, providing analytical data, and designing reports. Other duties include writing policy and procedures, developing training programs, conducting internal audits and writing internal controls.

**ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises staff by planning and supervising daily tasks and activities, establishing procedures and guidelines, evaluating performance, training and coaching for performance improvement and recommending personnel actions.



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2	Oversees payroll and personnel system maintenance and testing. Controls data through audit reports, testing updates and interfaces, identifies new legislative and/or regulatory developments that require system setup changes, and reviews and approves system security access.
3	Provides strategic planning in the area of Payroll. Defines goals and objectives, identifies time frames, resources and costs and presents updates to management. Provides analytical data and reports for various requests, and researches information for accuracy.
4	Conducts audits, reviews system data, ensures compliance with city policy and multiple MOU languages, and ensures FLSA and DOL compliance. Documents and communicates findings and formulates method of approach to correct employee pay issues.
5	Writes policies and procedures, creates training documentation and develops internal controls. Reviews procedures for compliance with City policy and governmental regulations, provides reference tools, and updates materials to reference internal and external decisions or changes.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<b>Physical strength for this position is indicated below with "X"</b>					
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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	X	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.



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### Work Environment for this position is indicated below with “X”

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.

Office	X	Outdoors		Vehicle		Office and Field/ Plant/ Warehouse	
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.		Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator.

### PROTECTIVE EQUIPMENT REQUIRED:

None required.