



EMPLOYMENT OPPORTUNITY
Valley Metro RPTA
Payroll Supervisor

Valley Metro is an Equal Employment Opportunity Employer

SALARY

\$61,014.00 - \$91,521.00 Annually

FLSA: Exempt position, not eligible for overtime compensation.

OPENING DATE: 03/11/20

CLOSING DATE: Continuous

SUMMARY:

This is an open and continuous recruitment. First review of applications will begin March 27, 2020 and weekly thereafter until filled.

The Payroll Supervisor is responsible for performing a variety of supervisor duties and to perform advanced accounting duties involved in the processing of the Agency's payroll, and testing and implementing the payroll systems. This position is expected to display considerable initiative in identifying ways to improve and/or streamline processes and internal controls within their areas of responsibility, as well as meeting deadlines.

The Payroll Supervisor shall contribute to team efforts and represents Agency core values in the performance of duties.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field; AND five (5) years of responsible experience performing the payroll functions including two years of supervisory experience; OR, an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed below

Preferred/Desirable Qualifications:

Three or more years of supervisory experience is highly desirable;

Experience in a governmental entity;

Experience processing payroll using an enterprise resource planning (ERP) systems; Experience with computer (PC) software applications (example: Excel, Power Point, Adobe Acrobat) is highly desirable.

Positions may require:

Valid Arizona Driver's License

Background Investigation:

Employment is contingent upon the results of a background check

EXAMPLES OF DUTIES / KNOWLEDGE & SKILLS:

The statements listed below describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description amended at any time.

Initiate, coordinate, and review changes or updates to the payroll system, including preparation of requests, reviewing critical test data for new procedures, tax laws, benefits, and payroll deductions; create test scripts for system upgrades; recommend and develop solutions; direct

staff on upgrade testing; interpret and document test results; and, compile and interpret related financial reports.

Process Agency-wide payroll and manual checks; review payroll runs, analyze error reports and make adjustments to resolve problems; audit leave time to ensure adherence to leave policies.

Review time sheets from Agency departments to ensure accuracy, completeness and authorization.

Provide assistance and review monthly payroll liability reconciliation.

Supervise employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and assists with making hiring, termination and disciplinary recommendations.

Calculate and ensure timely remittance of all applicable withholding liabilities for Agency employees including federal, FICA, and state taxes, retirement, garnishments, etc.

Prepare quarterly and annual tax reports; reconcile annual reports for W-2 processing; review W-2's for accuracy and adherence to federal and state guidelines.

Ensure regulatory compliance of payroll system to all applicable governmental agencies' guidelines, policies, and procedures.

Research and remain current on federal and state payroll tax law changes, retirement, benefits and other applicable laws and regulations affecting payroll administration; recommend policy and/or procedures changes.

Process and reconcile biweekly payroll journal entry and prepare other journal entries as needed.

Evaluate, test, and implement new payroll accounting systems.

Review and update internal payroll procedures manual and provide technical assistance to accounting and other department staff.

Respond to and resolve complex and sensitive issues pertaining to payroll. Perform and/or assist with special assignments as requested.

Perform related duties as assigned.

Knowledge of:

Extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes;

Applicable federal and state laws and regulations pertaining to payroll administration;

Principles and procedures of payroll processing, accounting, financial record keeping and reporting;

Customer service principles and procedures;

Excellent organizational skills and attention to detail;

Strong analytical and problem-solving skills;

Strong supervisory and leadership skills.

Skill in:

Plan, assign, monitor and review the work of others;

Evaluate and analyze customer needs to provide exceptional customer service;

Understand, interpret and explain regulatory compliance issues related to payroll processes and procedures;

Apply department processes and procedures and train other staff;

Read and interpret technical and operational documents;
Maintain complex records with accuracy and prepare clear and concise reports;
Perform mathematical calculations quickly and accurately;
Multitask with numerous and frequent interruptions;
Respond courteously to customer inquiries, which may be controversial or adversarial;
Work independently in all aspects of computerized payroll processing;
Maintain complete confidentiality, within guidelines, of all payroll records and reports;
Interpret and apply related payroll Generally Accepted Accounting Principles (GAAP);
Research, and analyze financial data, reconcile accounts, and prepare reports;
Interpersonal skills to establish and maintain effective working relationships within the organization and with the public;
Using a computer and related software applications to prepare reports and documents;
Communicate effectively both orally and in writing.

PHYSICAL DEMANDS / WORK ENVIRONMENT:

Physical Demands:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Work Environment:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

APPLY DIRECTLY ONLINE AT: <http://agency.governmentjobs.com/valleymetro/default.cfm>