

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



PAYROLL SUPERVISOR

JOB CODE: 61080

PAY GRADE: 18

PAY RANGE: \$51,559 - \$82,495

GENERAL DESCRIPTION

Under the general direction of a Fiscal Manager, performs responsible accounting work in preparation, maintenance, review, processing and auditing of payroll records and reports in a fund accounting environment. An employee in this class ensures that agency transactions are recorded and maintained in the accounting records in accordance with federal, state and local laws, rules and regulations; and applicable Pinellas County Sheriff's Office General Orders and Standard Operating Procedures. Work involves development of payroll procedures and monitoring of budgetary and financial data to meet the needs of the agency. Duties also include computerized processing, maintenance, reporting and analysis of complex payroll records. Assignments are made orally or in writing and work is reviewed through audits, reports, conferences, observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Maintains payroll records and input into the payroll software; reviews and evaluates payroll data uploading from the Human Resources module of the ERP software system according to established account classifications; posts entries to these records from supporting documents; makes adjusting entries as needed;
- Oversees employee payroll accounting, transactions and reporting activities;
- Ensures that payroll is processed timely and accurately;
- Ensures all required payroll filings such as 941s, W-2s and 1095s are accurate and filed timely;
- Reviews general ledger accounts, payrolls, and invoices for mathematical correctness and budgetary compliance;
- Evaluates incoming requests for financial action, documents results, and responds in an appropriate manner; researches payroll issues and makes recommendations to Fiscal management;
- Monitors agency payroll expenditures for budgetary compliance; ensures correct general ledger accounts are used for expenditures; recommends budget transfers as needed;
- Reviews specifications, plans, monitors, and completes the reporting process for all federal and state grants and contracts with regard to payroll transactions;
- Trains and responds to agency personnel in payroll methods and procedures;

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- Analyze payroll issues and provide appropriate resolutions within agency policies;
- Review and recommend improvements to existing payroll procedures;
- May supervise and evaluate members assigned to the unit and prepare appropriate performance appraisals; provides counseling to members in appropriate behavior and policies, as necessary;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Bachelor's degree granted by an institution accredited by an accrediting body recognized by the U. S. Dept. of Education in business administration, accounting, human resources, public administration, or related field.
- Four (4) years' experience in moderately complex payroll work
- Or equivalent combination of education and experience.
- A minimum score of 80% on a Fiscal written examination and Excel test
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrates skill in communicating effectively in a complex and dynamic work environment, both verbally and in writing
- Possesses knowledge of laws, rules and regulations controlling budgetary, fiscal, grant and governmental accounting procedures, principles and practices
- Possesses knowledge of financial auditing methods, practices, and procedures
- Understands
- Shows the ability to work independently on complex tasks and non-routine matters
- Exhibits time management skills
- Shows the ability to supervise, coach and train other members
- Ability to demonstrate basic computer skills in using Microsoft Office products
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hour per day
- Drive up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 20 lbs.