

Payroll Supervisor

Job Type: Full Time

Department/Division: Finance/Payroll

Work Schedule: 40+

Work Site Location: City Hall 5th Floor 306 Cedar Road Chesapeake, VA

Salary: \$43,047 - 57,038 DOQ

Closing date: May 5, 2017

To apply, please submit an application by visiting www.jobs.cityofchesapeake.net

Job Description:

The payroll supervisor is responsible for the timely, accurate payroll processing and financial administration of employee benefits for 3,500+ City employees.

The City uses Kronos for timekeeping, Munis Human Resources/Payroll system and PeopleSoft general ledger/financial system.

Responsibilities include:

Overseeing the workflow of payroll processing and employee benefits financial administration for 3500+ employees.

Transmission of payroll direct deposit and payroll taxes.

Preparing and reconciling quarterly tax returns, W-2s and related State and Federal reports and filings.

Accounting and financial reporting including cash payments and recording accounting transactions for payroll and benefit plans (e.g. voluntary and involuntary deductions, court ordered payroll deductions, etc.).

Reconciling general ledger tax liability accounts and year-to-date payroll reports.

Financial administration, reporting and reconciliation of the Virginia Retirement System (VRS) and related Hybrid plan.

Supervising, training and evaluating subordinate staff.

Organizational training for City departmental staff regarding payroll matters.

Other duties as assigned.

VOCATIONAL/EDUCATIONAL:

Requires an associate's degree or any equivalent combination of education and experience in accounting or a closely related field.

EXPERIENCE REQUIREMENTS:

In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience.

SPECIAL CERTIFICATIONS & LICENSES:

None required; Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) preferred.