



Payroll Supervisor

Closing Date: December 31, 2019

Full Time

Department: Finance/Payroll

Salary: \$46,133 - 61,127 DOQ and experience

JOB DESCRIPTION

The selected candidate is responsible for the timely, accurate payroll processing and financial administration of employee benefits for 3,500+ City employees and retiree health benefits for ~450 retirees.

Duties 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.

VOCATIONAL/EDUCATIONAL REQUIREMENT:

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

EXPERIENCE REQUIREMENT:

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

SPECIAL CERTIFICATIONS AND LICENSES:

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

HOW TO APPLY:

In order to be considered for this career opportunity, please complete a City of Chesapeake application at www.jobs.cityofchesapeake.net. EOE.