



JOB POSTING

– Candidates are invited to use County web site to apply on line –

Payroll Supervisor

Montgomery County Department of Finance, Rockville, Maryland

\$47,028 - \$77,756

Employee will be responsible for serving as the payroll supervisor for the Montgomery County Government Department of Finance. The Payroll Section is responsible for accurate and timely payroll of approximately 10,000 employees and 5,000 retirees, in an Oracle ERP, EBS/Peoplesoft environment, covered under a variety of negotiated union agreements and salary/benefit structures. Duties will include supervising the daily operations of the Payroll program, including ensuring the accuracy of payroll data calculations, input, and interfaces, and ensuring appropriate control and reconciliation mechanisms are in place and functioning effectively; coordinating annual W-2 reporting and reconciliations; coordinating payroll processing with other departments and divisions; scheduling and assigning staff responsibilities and performing related performance evaluations; implementing new system functionality policies, and/or procedures; researching and analyzing problems and coordinating resolution; ensuring compliance with applicable Federal, State, and County laws, regulations, and guidelines; and providing guidance, assistance, and sometimes training to departments and employees on payroll matters. Employee will also play a key role in continuing to identify and implement improvements for payroll during the post implementation phase of the County's new automated timekeeping and financial management systems.

A complete job summary is available in the full advertisement.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of experience supervising and administering a large payroll program.

Education: Graduation from an accredited college or university with a Bachelor's Degree Equivalency applies.

All resumes submissions must address the preferred criteria for the position which are located in the full advertisement.

To apply visit our website at www.montgomerycountymd.gov

- Click on “Careers” then “Search Jobs”. Create an account and submit resume for **Requisition IRC8005 - Administrative Specialist II (Payroll Supv)**
- EOE. M/F/H.
- *Recruitment is scheduled to close on February 21, 2012.*