



CITY OF SUFFOLK
invites applications for the position of:

Senior Payroll Technician

SALARY:	\$45,574.00 Annually
OPENING DATE:	04/26/21
CLOSING DATE:	05/07/21 05:00 PM
DESCRIPTION:	

*******This is a Re-advertisement - Previous applicants do not need to re-apply*******

Under limited supervision, performs administrative work to oversee the administration of the City's payroll. Monitors and updates procedures for processing automated payroll, ensuring detection of mathematical errors and compliance with the Internal Revenue Code, City ordinances, court orders and accepted accounting principles. Provides daily supervision and guidance to assigned subordinates. Reports to the Payroll Manager.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

EXAMPLES OF DUTIES:

- Develops procedures for processing automated payrolls to insure detection of mathematical errors and compliance with the IRS, State legislation, City ordinances, court orders and generally accepted accounting principles.
- Prepares Payroll, entering hours, employee changes, such as withholdings and deductions, generating & analyzing edits, reconciling payroll deductions and reported information.
- Compiling and reconciling tax deposits, both State & Federal, calculating Quarterly IRS 941's, VA15 for year-end analysis of W-2's. Calculating special adjustments for sick pay, workers compensation.
- Verifies invoices and prepares checks for payment of funds to proper agencies of state and federal withholdings, employee benefits, and voluntary deductions monthly, including garnishments, child support, deferred compensation, supplemental insurance, health

insurance, Credit Union and United Way, savings bonds, and retirement benefits, etc.; maintains knowledge of any rate and procedural changes.

- Prepares and calculates manual payroll checks & corresponding reports.
- Prepares various federal and state reports, including 5500, 941, Quarterly Wage Reports, VA-16 and Industrial Insurance Commission reports.
- Coordinates processing of weekly and semi-monthly City payroll; maintains payroll records; computes payments showing all deductions, special payments, contributions, and special withholdings; and processes checks and direct deposits; sets schedules and deadlines for payroll.
- Reconciles general ledger payroll liability accounts and prepares correcting journal entries as necessary.
- Processes and reconciles vendor payments for supplemental insurance, ICMA & Nationwide deferred compensation accounts, US Savings bonds, VRS Retirement, VRS Group Life, Optional Life Insurance, Section 125 Medical & Child Care reimbursement accounts, and monitoring each for corrections, additions, or deletions.
- Analyzes and researches entries as related to the general ledger and prepare any associated journal entries to correct.
- Prepares semi-monthly or monthly reports for various departments detailing payroll expenditures.
- Responds to inquiries from employees and outside agencies concerning payroll and benefit matters.
- Communicates with benefit provider representatives regarding benefit options; works with personnel department.
- Prepares biweekly, monthly, and quarterly reports, schedules, and other information relating to benefits and payroll.
- Assists with annual audit; provides a variety of data including reconciliations, liability totals, and other related schedules.
- Manages and monitors position control in partnership with staff from the Human Resources Department.
- Develops audit procedures to test payroll for accuracy.
- Prepares for review and files all legally required payroll related reports accurately and timely.
- Maintains effective working relationships with all City departments to ensure compliance with payroll procedures.
- Develops payroll best practices including development of policies, procedures and forms.
- Supervises subordinate payroll staff and performs employee performance appraisals in absence of higher chain of command.
- Provides training to and advises and assists timekeepers in reviewing and approving timecards and leave requests in Kronos.
- Provides statistical reports to management as requested.
- Performs complex payroll related analytical review.
- Reviews for accuracy and ensures payroll posting to the general ledger is accurate.
- Ensures payroll system controls are in place.
- Analyzes payroll data and accounts and prepares year-end entries and schedules for audit purposes
- Assists in the annual audit.
- Prepares payroll related reports and schedules.
- Performs payroll reconciliations between systems.
- Performs other related duties as required.

TYPICAL QUALIFICATIONS:

Bachelor's degree in Accounting, Finance, Business Administration or related field with a minimum of 5 years of experience processing payroll and some experience at the supervisory level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Prefers certification as a Certified Payroll Professional.

SUPPLEMENTAL INFORMATION:

- Knowledge of Munis payroll software.
- Knowledge of the policies, procedures, and activities of the City and or departmental practices as they pertain to the performance of duties relating to the position of Senior Payroll Technician for the City.
- Ability to perform technical and analytical work overseeing the City's payroll.
- Knowledge and understanding of the importance of monitoring and updating procedures for processing automated payroll to ensure the detection of mathematical errors.
- Knowledge and understanding of the interpretation and compliance requirements of all rules, regulations, policies, and procedures as set forth by the Internal Revenue Code, City ordinances, court orders and accepted accounting principles.
- Knowledge and understanding the principles of management and is able to provide daily supervision and guidance to assigned subordinates.
- Knowledge of the methods and techniques for developing and administering related programs.
- Ability to effectively communicate and interact with subordinates, supervisors, and members of the general public, and all other groups involved in the activities of the department.
- Ability to assemble information and make written reports and documents in a concise, clear, and effective manner.
- Ability to use independent judgment and work with little direct supervision as situations warrant.
- Ability to use mathematical formulas to perform required calculations. Is knowledgeable and proficient with computers and software programs typically utilized in the position.
- Ability to read, understand, and interpret technical reports and related materials.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria, includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to read a variety of reports, informational and technical documentation, directions, instructions, and methods and procedures.
- Ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech.
- Ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to inspect items for proper length, width, and shape, visually with job-related equipment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.suffolkva.us>

Position #01837
SENIOR PAYROLL TECHNICIAN
KM

442 W. Washington Street, Suite 1044
Suffolk, VA 23434

jobs@suffolkva.us

Senior Payroll Technician Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree or higher in Accounting, Finance, Business Administration, or a closely related field?
 - Yes
 - No
- * 2. Which of the following best describes your payroll processing experience?
 - Less than 1 year
 - 1 - 2+ years
 - 3 - 5+ years
 - 6 - 8+ years
 - 9 years or more
 - None
- * 3. Do you have any experience working for a local government or municipality?
 - Yes
 - No
- * 4. Which of the following best describes your KRONOS experience?
 - Less than 1 year
 - 1 - 2+ years
 - 3 - 5+ years
 - 6 - 8+ years
 - 9 years or more
 - None
- * 5. Which of the following best describes your MUNIS payroll experience?
 - Less than 1 year
 - 1 - 2+ years
 - 3 - 5+ years
 - 6 - 8+ years
 - 9 years or more
 - None
- * Required Question