

PAYROLL SUPERVISOR

Recruitment #23-126-0051

Date Opened 7/27/2022 08:00:00 AM

Closing Date 8/10/2022 11:59:00 PM

Salary Range \$64,695.81-\$113,217.66

Department DEPARTMENT OF FINANCE AND BUDGET

Job Type Open and Competitive

Full/Part-Time Full-Time

Benefits Full Benefits

Reg/Temp Regular

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Job Description

Loudoun County's Department of Finance and Budget, Operations Division is seeking an experienced Payroll Supervisor to join our payroll team. The ideal candidate will oversee and supervise the organizations payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations. This position will supervise a staff of four and report to the Operations Manager.

Essential functions include:

- Manage the County's payroll programs and payroll systems; provide technical guidance and advice to staff regarding compliance with policies and procedures; update payroll policies as necessary; and clarifies complex payroll policies and procedures with both customers and staff.
- Supervises payroll staff providing regular feedback; completes appraisals of performance; ensures staff adhere to all applicable policies and procedures of the department and of the county.
- Maintain working knowledge of generally accepted accounting principles and laws relating to topics such as wages, worker's compensation, FMLA, FLSA, garnishments, and related tax treatments.
- Make recommendations to modify processes and procedures to improve efficiency and effectiveness of

workflow or services provided; test proposed new processes and calculations; develop new business processes, policies and procedures consistent with Oracle system functionality.

- Coordinates with ADP ensuring the timely filing, payment, and reconciliations, of all tax reporting requirements.
- Maintains internal controls to ensure the integrity of the Payroll/HR system (Oracle) including analysis of payroll data prior to releasing files to the bank for distribution.
- Ensures proper preparation and distribution of W-2 forms, in compliance with relevant federal, state, and local laws and regulations.
- Reconcile the payroll subsidiary accounts and collaborate with the appropriate personnel to resolve discrepancies at the end of each month and/or before the end of the fiscal year.
- Responds to inquiries from all employees regarding deductions, payments, allowances, or discrepancies in pay.
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- Successful candidate is eligible for the County's benefit package, which includes extremely competitive health, dental and vision insurance; enrollment in the Virginia Retirement System; matching contributions to deferred compensation plan; and annual and sick leave benefits.

Hiring salary is commensurate with experience.

Job Requirements

Any combination of education and experience equivalent to a Bachelor's degree in accounting, finance or a related field and four years of directly related payroll experience required. Strong verbal, written communication and presentation skills are necessary. Prior experience working with a major ERP system, such as Oracle, in a medium to large organization is desirable.

Post Conditional Offer Contingencies

Employment is contingent upon successful completion of a criminal background and credit check.



Click on a link below to apply for this position:




**Fill out the Application
NOW using the Internet.**

If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or email us at HR@loudoun.gov. EOE.

Loudoun County Government

P.O. Box 7000, Leesburg, VA 20177

Ph: (703) 777-0100

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