

Job Class Code: 1057	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to oversee day-to-day Citywide payroll operations ensuring the timeliness and accuracy of the payroll; ensuring electronic transmission and tax payments are made timely; and troubleshooting and resolving complex payroll issues. The class is responsible for supervising payroll staff and assigning work. The class also evaluates and analyzes tax impacts of regulatory changes, prepares reports, and makes recommendations as appropriate.

TYPICAL TASKS

- Supervises, plans, schedules and assigns work to subordinates. Instructs and trains employees in proper work methods and procedures. Sets goals and manages performance of subordinates.
- Reviews, updates and develops policies and procedures.
- Anticipates/evaluates problems and presents solutions.
- Notifies City Treasury Department of disbursement amounts for liability accounts.
- Writes, maintains, and supports a variety of reports or queries utilizing appropriate reporting tools. Coordinates with vendor regarding computerized payroll application issues and system upgrades.
- Performs payroll processing functions in support of Payroll Technicians to ensure accurate and timely payroll including a variety of complex computations as it relates to earnings, involuntary and voluntary deductions, FMLA and workers' compensation.
- Review and/or process weekly/semimonthly journal entries for payroll, researching and resolving all discrepancies. Review general ledger liability accounts ensuring general ledger accounts are balanced monthly.
- Review and/or process monthly benefit remittance and payments ensuring reporting of all identified eligible employees.
- Perform audit of payroll accumulator records ensuring accuracy of accumulative balances; review and prepare quarterly and year end payroll tax balancing and returns.
- Performs other related tasks as required.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas and computes discounts, ratios, rates, and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems or the coordination of entry level managerial work.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, clients, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in accounting or a closely related field.
Experience	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.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/24/2020