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

<table>
<thead>
<tr>
<th>Data Involvement</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal/People Involvement</td>
<td>Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.</td>
</tr>
<tr>
<td>Reasoning Requirements</td>
<td>Performs coordinating work involving guidelines and rules but solves problems constantly.</td>
</tr>
<tr>
<td>Mathematical Requirements</td>
<td>Uses basic algebra involving variables and formulas and computes discounts, ratios, rates, and percents.</td>
</tr>
<tr>
<td>Language Requirements</td>
<td>Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters.</td>
</tr>
<tr>
<td>Mental Requirements</td>
<td>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.</td>
</tr>
<tr>
<td>Decisions/Supervisory Control</td>
<td>Directs actions of others, making decisions almost constantly, affecting coworkers, clients, and others in the general public.</td>
</tr>
</tbody>
</table>
### EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Vocational/Educational Requirement</th>
<th>Requires an associate’s degree or any equivalent combination of education and experience in accounting or a closely related field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience.</td>
</tr>
<tr>
<td>Special Certifications and Licenses</td>
<td>None required; Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) preferred.</td>
</tr>
</tbody>
</table>

### 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.*