

# PAYROLL SUPERVISOR

## DEFINITION

Under general supervision, direct and provide leadership for Dane County's payroll system and benefit programs and conduct fiscal and policy analyses to support decision-making and to do related work as required.

## EXAMPLES OF DUTIES

The position provides leadership in the management of the County's payroll and benefits programs and supervises clerical and paraprofessional employees responsible for payroll processing and benefits administration. In addition to supervision, the position also provides technical leadership and support to payroll clerks in other County departments. Examples of specific duties include:

- Managing the bi-weekly payroll process;
- Administering the County benefits programs including retirement, social security, health, dental, salary continuation, and life insurances, and the workers compensation supplement;
- Participating in administrative policy formulation and the bargaining process,
- Implementing payroll and benefits changes by interpreting regulations, resolutions, contracts, and ordinances;
- Conducting fiscal analyses and reports related to policy and position changes such as fiscal notes for reclassifications, reallocations, and contract settlements;
- Assisting in budget preparation by projecting personal services expenses;
- Performing year-end reporting and reconciliation functions;
- Responding to inquires from County employees, Department heads, other public agencies, and the private sector concerning payroll and benefits; and
- Supporting and administering the human resources information system in cooperation with Information Management and Employee Relations staff.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a Bachelor's degree in accounting, business administration, economics or similar field and two years of experience in accounting, payroll, or similar function. Supervisory experience is required. Experience conducting fiscal analyses and working with a human resources information system is preferred.

### Knowledge, Skills and Abilities:

- Knowledge of general accounting and payroll practices, preferably in a government setting
- Knowledge of human resources information systems
- Ability to provide leadership to the payroll unit and to other employees involved in payroll and benefits administration
- Ability to use spreadsheets and other automated tools to conduct complex data analyses
- Ability to interpret regulations, resolutions, contracts, and ordinances involving fiscal matters and implement or operationalize them
- Ability to work in collaboration with other departments, divisions, and individuals to solve problems.
- Ability to balance, prioritize, and organize multiple tasks.
- Verbal and written communication skills to make clear oral and written reports and provide recommendations
- Supervisory skills to train and supervise staff
- Interpersonal skills to interact with employees and provide high quality customer service