

**MAJOR FUNCTION**

This is technical, professional and supervisory work in the supervision and management of the payroll process (active and retiree). This incumbent supervises professional and clerical personnel, assures the integrity of payroll system and the timeliness and accuracy of the work product. The incumbent serves as the functional expert on the system. Work is performed under general supervision of the division director and requires the use and exercise of independent judgment. Results are reviewed through conferences, reports, and achievement of desired objectives.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Manages and coordinates the staff and technical resources needed to ensure the integrity, timeliness and accuracy of the payroll system and work processes, products, and services that are outcomes of the system. Trains, coaches, and supervises professional staff engaged in day-to-day accounting processes and ensures their adherence to acceptable accounting and reporting guidelines and standards. Serves as administrator and expert of the payroll system, providing training and assistance to system users as needed. Serves as an expert on queries and reports produced from the payroll system. Researches, plans, tests, and coordinates maintenance, expansion and upgrades to the designated system and maintains documentation on payroll application customization. Prepares, reconciles and submits required external reports. Develops, updates, implements and monitors payroll procedures and methods. Ensures internal controls for the accurate disbursement of salary in accordance with COT policies and procedures.. Recommends the selection, transfer, promotion, grievance resolution, discipline, and discharge of subordinates. Conducts performance evaluations, and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Monitors staff development activities and coordinates assignments so that staff may attend training and developmental events. Completes special projects as assigned. Serves on ad hoc committees as needed.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of federal and state regulations regarding payroll processing and reporting. Considerable knowledge of the functional capabilities of the Human Resource Information Systems related to the generation and maintenance of payroll. Thorough knowledge of industry-wide accepted methods, standards, guidelines relating to payroll processing and reporting. . Considerable knowledge of accepted principles of supervision and employee relations. Ability to assign and review the work of subordinates. Ability to analyze, plan, organize, recommend and/or implement work flow procedures. Ability to work effectively with subordinates and other departmental personnel. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to analyze complex accounting reports and statements and report on them. Ability to maintain appropriate records. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, accounting, finance, or a related field and four years of technical or professional experience in an accounting system operation, such as general ledger, accounts payable, payroll, accounts receivable, or fixed assets that includes responsibility for coordinating system functionality, maintenance and upgrade; or an equivalent combination of training and experience.

Established: 10-22-11