

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 265**

**PAYROLL SUPERVISOR**

**GENERAL**

Technical and administrative position providing supervision to the payroll function and various accounting functions. Work is performed under general supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Review and update all input from Accounting Clerk III into the general ledger.
- Review and update accounts payable, payroll, central stores and encumbrance batches from various City departments.
- Review and approve all travel related payments before input into the general ledger.
- Processes all City fixed assets and depreciation activity on a monthly basis.
- Reconciles fixed asset activity in general ledger to the fixed asset system.
- Reconciles various general ledger accounts monthly and quarterly.
- Coordinates fiscal and calendar year end procedures with accounts payable and payroll for closings.
- Supervises, trains, and evaluates Accounting Clerk III and Payroll Specialists for annual performance ratings.
- Prepares annual physical inventory for all City departments and makes adjustments according to the Department Custodians.
- Prepares reports, excel schedules and analysis for the outside auditors for preliminary and fiscal year-end audit.
- Prepares required federal and state tax reporting and year-end W2 statement of earnings.
- Updates payroll set-up/definitions to comply with union contract changes.
- Updates various payroll reports and queries to adjust for compensation and benefit changes.
- Tracks and organizes payroll labor cost reporting for the purpose of FEMA reimbursement.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of processing high volume, in-house payroll and required reporting.
- Knowledge of accounts payable and payroll with a working knowledge of the data processing function and its capabilities.
- Knowledge of payroll software conversions and program upgrades.
- Knowledge of federal and state tax law and state wage and hour requirements related to payroll.
- Skill in the use of Cognos analytics report authoring.
- Skill in the use of Microsoft Excel, Word and Outlook.
- Ability to research, analyze and resolve complex payroll and accounting issues and initiate methods of correction.
- Ability to formulate an effective audit process to ensure accuracy of payroll.
- Ability to teach users with ability to interact effectively both orally and in writing.
- Ability to multitask, prioritize, and organize in a stressful environment.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.

- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited four-year college or university in Finance, Accounting, Business Administration, or related field. At least four (4) years of extensive accounting and payroll experience. Supervisory experience preferred. Lean Six Sigma Yellow Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Yellow Belt certification within 1 year of hire, if not already obtained.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate Florida driver's license and an acceptable driving record.

**Rev.** 09/22

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Classification:** 26/50

**Location:** Finance

**GERS:** Regular Class