



## Job Description

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<b>TITLE:</b> Payroll Supervisor	<b>JOB CODE:</b> 2320
<b>DEPARTMENT:</b> Finance	<b>FLSA:</b> Exempt
<b>PREPARED:</b> April 13, 2007	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> April 11, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under general supervision of the Chief Financial Officer, the Payroll Supervisor oversees the payroll functions ensuring the payroll processes are completed accurately and timely meeting all state and federal rules and regulations.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans, coordinates, and schedules all functions related to the payroll process.
- Supervises the Payroll Clerk throughout the payroll process providing technical assistance in resolving payroll issues.
- Analyzes payroll internal controls assuring the integrity of the payroll system.
- Assists Payroll Clerk in processing bi-weekly payroll.
- Oversees child support orders, court attachments and levies by the Internal Revenue Service.
- Works closely with the County's legal counsel to assure the County's compliance with all laws regarding payroll.
- Provides payroll statistics and budget projections as requested.
- Responds to payroll inquiries from employees regarding paychecks and deductions.
- Researches and remains current regarding state and federal payroll rules and regulations.
- Oversees the Munis payroll module, time and attendance system, and time card forms.
- Trains management and employees regarding payroll rules, policies, and procedures.
- Processes tax payments and vendor payments. Prepares payroll wire transfers for approval. Prepares required internal and external reports including 941s and annual W-2s. Prepares payroll related journal entries.
- Balances payroll clearing account.
- Assists with monthly Manning Table reporting as needed.
- Oversees the Tri-Agency and PERA reporting systems.
- Maintains written step by step payroll procedures manual.
- Prepares all necessary year-end payroll reports as needed for external auditors.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Good organizational and communication skills.
- A positive approach to handle problem situations and the ability to be very discrete in handling sensitive and confidential information.
- Ability to meet deadlines under pressure.
- Knowledge of legal statutes, federal and state taxing regulations.
- Knowledge of New Mexico PERA, NMRHCA, IRS 125 cafeteria plans.
- Ability to communicate orally and written.

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- Ability to maintain cooperation and teamwork among staff.
- Skill in the use of personal computer and standard business software, including MS Word, Excel, and Access.

**Education and Experience:**

- Bachelor's degree in accounting or related field. Minimum of three years payroll experience preferably at a supervisory level; or a combination of education and experience necessary to meet the required knowledge and skills will be considered.
- Valid State of New Mexico driver's license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment, including calculator, typewriter, fax, copy machine, printer and personal computer.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____