

**JOB DESCRIPTION**

**JOB TITLE:** Payroll Supervisor/Lead Payroll Specialist **DATE:** 11/2020

**DEPARTMENT:** Accounting **REPORTS TO:**  Accounting Manager

**Position Summary:** Leadthepayroll department intimely and accurate completion of all weekly, monthly, quarterly and annual payroll functions each week. Supervise other payroll specialists and/or assistants in their daily tasks. Will actively participate in entering and processing employee time, maintaining employee payroll records and completing reports for the accounting department.

**Supervisory and Payroll Responsibilities:**

**Supervision:**

* Prioritize, assign and monitor daily activities of payroll team
* Help the team identify and eliminate errors in payroll prior to processing
* Evaluate team member performance, coach for improvement
* Lead by example

**Payroll:**

* Set up new hires in both payroll and accounting systems Ensures information is complete and accurate.
* Enter employee time from timesheets into payroll system. Contact foreman or department supervisors for any missing time sheets or time missed.
* Responsible for the accurate coding of hours and pay rates for job costing in ComputerEase software.
* Processes on-demand layoff checks, adhering to union contract requirements for layoff payments.
* · Follows current union contracts and is knowledgeable about requirements of each.
* · Prepares and submits required union reports, ensuring accuracy and timely submission.
* Compile payroll data such as vacation time, insurance premiums and 401(k) deductions.
* Properly calculates benefit and salary prorations for status changes, including new hires, leave of absences, and terminations
* Follow and calculate all outside wage garnishment requests or judgments when required on an individual’s paycheck.
* Answer questions regarding paychecks, tax withholding issues or wage adjustments from employees and help troubleshoot possible issues with pay.
* Compile financial, tax and payroll reports for both internal and external purposes.
* Coordinates with 3rd party service provider to resolve various payroll or taxation issues.
* Other duties as assigned.

**Essential Skills and Requirements:**

* Thorough knowledge of union payroll principles, practices, regulations and reporting procedures including fringes and dues.
* Must have good communication skills both written and verbal.
* Must maintain confidentiality
* Skill in performing detailed computations.
* Knowledge of accounting practices and principals.
* Must be able to work under tight deadlines and have good organizational skills.
* Be exceptionally detailed oriented.
* Intermediate level knowledge with MS Office Suite including Outlook, Word, and Excel.
* Experience with Paycor and ComputerEase is a plus
* Excellent customer service and interpersonal skills.

**Education/Experience:**

* High school diploma or equivalent required.
* Minimum of two years of supervision and five years of payroll experience or any equivalent combination of experience and education resulting in comparable knowledge, skills and abilities.

**Mathematical Ability:** Must be able to perform detailed addition, subtraction, multiplication and/or division.

**Communication Skills/Requirements:** Able to communicate with foreman, subordinates, co-workers and members of supervision in regards to resolving problems or issues with pay.

**Reasoning Ability:** Able to make decisions in regards to an employee’s wages. Able to understand and carryout the requirements of the position.

**Physical Demands and Work Environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**: This is largely a sedentary role; however, some filing, scanning and copying are required. This will require the ability to lift (up to 15 lbs) occasionally, open filing cabinets, bend, stand and stoop as necessary. Specific vision abilities required include close vision as most work will be done on a Computer.

**Work Environment**: It is an indoor, controlled temperature environment.

The above description represents the essential and most significant duties of the position. It is not intended to be an exhaustive list of all work duties, assignments and responsibilities.