



## Job Description

**Job Title:** Assistant Supervisor, Payroll

**Position Code:** 1E05, AE05

**Job Classification:** Exempt

**Supervisor:** Supervisor, Payroll

**Pay Grade:** 40

**Contract Length:** 245 Days

**Job Summary:** Position is responsible for assisting the Payroll Supervisor in all aspects of the payroll process.

### **Essential Duties:**

1. Assists the Payroll Supervisor in the development and revision of policy and procedures.
2. Assists the Payroll Supervisor with system management.
3. Maintains system tables and serves as technical liaison between the Payroll Department and City IT staff.
4. Maintains system tables and all new mainframe codes.
5. Responsible for training all new staff assigned to the Payroll Department.
6. Provides assistance to payroll staff in resolving complicated payroll issues.
7. Assists Payroll Supervisor with evaluation and supervision of payroll staff.
8. Keeps abreast of current federal and state regulations regarding wage garnishments, liens, child support orders, bankruptcy orders and other court ordered deductions and helps to ensure compliance.
9. Authorizes manual and vendor checks in the absence of the Payroll Supervisor.
10. Physically prepares manual checks that have been authorized for payment.
11. Processes Worker's Compensation pay as appropriate.
12. Reviews the exception report from each system payroll run, biweekly, monthly and special payrolls and makes appropriate adjustments.
13. Determines and generates appropriate adjustments for errors in employee pay.
14. Generates the required paperwork to facilitate extended pay for 10 and 11 month employees.
15. Serves as contact with Towne Bank for all direct deposit issues.
16. Completes, verifies and submits all reports related to tax compliance for City, State and Federal agencies.
17. Supervises the W-2 distribution process to include corrections and reissue for current and prior years.
18. Generates reports from the city mainframe using Easytrieve Plus for payroll and other departments requesting information.
19. Completes and maintains the quarterly Medicaid reimbursement report for Special Education.
20. Authorized to assist with signing all Payroll office forms submitted to VRS from the Benefits Office.

### **Other Duties:**

1. Performs any other related duties as assigned by the Payroll Supervisor or other appropriate administrator.
2. Serves as Deputy Clerk for the Newport News School Board.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required:**

Bachelor’s degree in a business related field with at least five years of experience or any equivalent combination of experience and training. Must be knowledgeable about generally accepted Payroll practices. Must have a working knowledge of payroll systems and be able to use spreadsheets, word processing; knowledge of Microsoft Office preferred. Must possess ability to establish and maintain effective working relationships with other employees and the general public. Ability to understand and follow oral and written instructions. Must possess ability to maintain various accounting subsidiary records and coordinate activities with other employees and auditors.

**Working Conditions and Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones to that others may understand clearly; physical agility to lift and carry up to 10 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Duties are normally performed in an office setting. The noise level in the work environment is usually moderate.

**Supervision Exercised:** All staff assigned by Supervisor

**Supervision Received:** Supervisor, Payroll

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Supervisor, Payroll will be required to follow any other instructions and to perform any other related duties as assigned by the Payroll Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:** \_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date