



YUMA COUNTY

invites applications for the position of:

Payroll Supervisor

SALARY: \$30.29 - \$38.08/hr.

OPENING DATE: 09/12/22

CLOSING DATE: Continuous

JOB SUMMARY:

This position is advertised from the minimum to the mid-point hourly rate. Salary will be determined based on education and experience at the time of offer.

NATURE OF WORK: Under limited supervision, performs professional and technical public sector accounting work of considerable difficulty; supervises professional and paraprofessional payroll staff; this position has county wide responsibility.

EXAMPLE OF WORK:

(Illustrative Only) Plans, coordinates, and evaluates the activities of the Payroll division function including law changes, train on policy changes and develop and teach new responsibilities; ensures accuracy in the processes of new hires, pay changes and benefits selections, collection of benefit deductions, processing of retro wages, handling of garnishments, tax levies and child support orders, processing of corrections, tax withholding changes and direct deposit changes and processing of final pays; provides training on variety of topics to departments; oversees and approves electronic transfers of monies for federal and state tax deposits; supervises, trains and evaluates Payroll staff; responsible for auditing and filing annual tax statements and reconciliations with federal and state agencies; manages the coordination of systems between benefits and Payroll, including testing, data feeds, and auditing; responsible in managing Oracle Payroll, Labor Distribution (LD) and OTL assignments; prepares and distributes annual tax statements (W-2's) and corrected W-2's as needed; security administrator for bank user access and approvals; manages the online Banking system for direct deposits and other payroll banking transactions; researches, evaluates and compiles statistical information for quarterly and annual tax reports for federal and state agencies, DES Unemployment Tax, Wages, etc.; resources in the proper handling of industrial leave and workers compensation reimbursement; assists ITS with the application and testing of all system updates and patches in the Payroll system maintenance; assists Human Resources with the coordination of the systems between benefits and Payroll including testing, data feeds, and auditing; organizes and produces various complex accounting reports, and financial statements including, but not limited to, preparation of general purpose financial statements for the Board of Supervisors, County Administrator and other parties; produces as needed: grant reports, expenditure limitation reports, queries, and journal entries; serves as liaison between auditors and County agencies; interprets reports; researches, gathers and assists in the preparation of the County's Comprehensive Annual Financial Report (CAFR); interprets

payroll principles, rules and regulations as issued by the Department of Labor, State of Arizona, Social Security Administration, and Internal Revenue Service; may represent department or section, including attendance at Board of Supervisors meetings; maintains high standards of confidentiality; regular and reliable attendance is required; performs other duties as assigned.

EXPERIENCE AND EDUCATION:

Bachelor's Degree in accounting or related field; AND five (5) years experience in governmental accounting; three (3) years supervisory experience preferred, OR an equivalent combination of education and experience. **Preferred Qualifications:** Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP); requires successful completion of a background check.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: County policies and procedures; payroll rules and regulations; General Accepted Accounting Principles (GAAP); Unified Manual of Accounting for Arizona Counties (UMAC); Governmental Accounting Standards Board (GASB); Federal and state regulations; County's Comprehensive Annual Financial Report (CAFR).

Skill in: Tax rate calculation; auditing and internal control procedures; supervisory practices and skills; using automated accounting systems and applicable software; maintaining efficiency of logical and physical workflow; strong organizational and able to work independently.

Ability to: Communicate effectively verbally and written; read, write and synthesize data and reports; use modern office equipment and computer; assigning and leading the work of others; planning and organizing work.

Work Environment: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, generally the job requires 60% sitting, 20% walking and 20% standing; working at a computer monitor for extended periods required; the job is performed under minimal temperature variations and in a generally hazard free environment.

EOE/AA/ADAAA/M/F/V/D DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:

<http://yumacountyaz.gov>

198 S. Main St
Yuma, AZ 85364
928-373-1013
