

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Payroll Supervisor GRADE: 24 DATE: 8/26/2020
SERIES: Corporate Accounting and Finance CODE: 1235 EEO: Professional FLSA: Exempt

Class Definition:

Under direction and within the Department of Finance, manages payroll operations of the Commission, including accounting work involving considerable responsibility, complexity and variety. Performs payroll processing and related activities as a supervisor. Ensures the preparation of separate payrolls on a weekly or bi-weekly basis to provide wage payments to different categories of employees on different pay scales and differing categories of deductions. Performs difficult and complex payroll assignments as the senior operational payroll resource for the Commission with respect to processing of payroll. Some work is confidential or sensitive. Performs a full range of supervisory functions and acts as a backup for the Corporate Payroll Tax Administrator. The work (as supervisor) results in provision of payroll operations and services to employees, Commission-wide. Applies knowledge of line management, knowledge of payroll processing, income tax withholding and federal and state regulations relating to employee pay and knowledge of accounting practices and applicable automated payroll, accounting and timekeeping systems altogether to ensure work unit products and services are accurate. Performs various types of data, payroll and supervisory analyses to ensure adequacy, accuracy and effectiveness in assigned functions. Interacts with people inside and outside the organization to exchange information, coordinate, obtain agreement, gain compliance or achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Assignments are made in terms of functional responsibilities. The incumbent independently plans the work of the unit and ensures it is carried out in conformance with established Commission policies and procedures and accepted customer service practices; keeps the supervisor informed; resolves problems or deviations referred by subordinates or management by selecting and applying the appropriate guideline(s); and brings challenging and highly sensitive problems to the supervisor for guidance or resolution. Work is expected to be effective – the incumbent is held responsible for results of the team; work is evaluated in terms of compliance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties (Estimated Percentages):

A. Unit/Staff Supervision (±25%)

- Manages the assigned work program and unit. Keeps unit staff informed of Commission policies and procedures; establishes work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the unit; manages unit staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; ensures oversight of the work of consultants and contractors.
- Performs a full range of supervisory human resource (HR) management functions, unit wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.

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B. Payroll Administration (±65%)

- Oversees the operations of the unit in regard to processing payrolls and related activities. Confirms that payroll tasks are performed; handles issues that may arise. As needed, performs payroll tasks to ensure the processing of payroll. Acts as backup for the Corporate Payroll Tax Administrator.
- Ensures that payroll is processed on schedule and completed accurately. Oversees payroll processing and verifies tasks are completed.
- Ensures that payroll-related accounts are maintained and reconciled. Reviews new accounts and revisions in the accounting structure. Oversees the preparation and reconciliation of payroll cash requirements for deductions and submittals to Accounts Payable. Confirms that payroll general ledger accounts are reconciled, and journal entries are created and submitted to accounting.
- Administers and oversees leave banks for Commission employees. Monitors and verifies leave balances for employees using leave banks; makes leave adjustments for member employees and leave banks.
- Oversees Commission's direct deposit program, assuring all data is prepared for transmission to the bank. Coordinates with participating employees, participating banks and clearinghouse personnel.
- Prepares adjustments; processes and audits records and formats such as retroactive increase calculations and miscellaneous deductions. Oversees quality control and audit review of payroll data processed.

C. Other (± 20%)

- Maintains knowledge of payroll processes, procedures, associated systems and regulations. Recommends improvements to payroll processes.
- Maintains confidentiality of data, including legally-protected personal information, proprietary and pre-decisional information not subject to public information disclosure, sensitive compensation data, general ledger information and other sensitive information.
- Communicates and interacts effectively with business contacts. Establishes and maintains, or enhances, working relationships, including teamwork, with internal and external contacts. Actively listens to understand wants, needs and concerns of customers, and seeks to obtain agreement, gain compliance or achieve other desired results. This includes ensuring that others understand Commission policies and procedures, identifying problems with vendors and field staff, and proposing solutions.

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- Responds to inquiries from Commission units and employees regarding status of paychecks, tax withholding, leave accounts, Merit System Rules and Regulations, and other matters related to payroll. Provides technical assistance to departmental staff and to staff in other departments.
- Maintains records of time sheets, personnel actions, payroll, and other documents for section; writes periodic administrative reports.
- Researches significance of changes in Merit System Rules and Regulations and pertinent federal legislation as related to payroll system and applies to payroll process.
- Develops and implements changes or additions to payroll and timekeeping system; assists with payroll system enhancements, updates and fixes. Identifies and executes payroll system testing; identifies and troubleshoots payroll system codes.

Important Worker Characteristics:

- A. (1) Knowledge of, and skill in applying (a) payroll processing; (b) income tax withholding and Federal Insurance Contributions Act (FICA); (c) Fair Labor Standards Act (FLSA); (d) accounting practices; and (e) applicable automated payroll, accounting and timekeeping systems.
(2) Knowledge of automated and manual office practices; and applicable state and federal laws relating to employee pay.
(3) Knowledge of Commission organization, policies, and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, and (2) managing work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge or skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include applying principles to solve complex practical problems; troubleshooting errors on employee paychecks; and auditing and reconciling payroll, records and reports.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. This includes skill in actively listening to understand wants, needs and concerns of customers and skill in carefully explaining Commission policies and procedures to staff, vendors and field staff to obtain desired results including agreement or compliance. Examples include writing routine reports and correspondence; responding to inquiries from employees regarding status of paychecks, income tax withholding, leave accounts.

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- E. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Finance, Accounting, Business Administration or any related field.
2. Two (2) years of progressively responsible and varied payroll experience that includes work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 6 years.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort. May be subject to various job demands such as high volume of work and tight deadlines. Works occasional evenings, weekends, and holidays.