



## Job Description

**Job Title:** Supervisor, Payroll  
**Position Code:** 1E19, AE19  
**Job Classification:** Exempt

**Supervisor:** Chief Financial Officer  
**Pay Grade:** 46SR  
**Contract Length:** 245

### **Job Summary**

Administer the division's payroll functions ensuring accurate and timely payrolls, scheduling direct deposits and check processing for employees and performing issue resolution as needed. Maintain compliance with regulations to include federal, state and local laws and NNPS Policies and Procedures affecting payroll operations. Manage the reporting, contribution processing, and ledger reconciliation for the school division's tax-sheltered annuity program, Newport News Employees Retirement Fund (NNERF) and Virginia Retirement System (VRS). Deposits employment taxes in compliance with various governmental regulations. Supervises the processing of voluntary deductions as well as court ordered deductions. Directs the preparation of annual employee wage and tax statements. Responsible for effective supervision and administration of the payroll department to include selection, training and performance management.

### **Essential Duties**

1. Administer the division's payroll functions ensuring accurate and timely payrolls, scheduling direct deposits and check processing for employees and performing issue resolution as needed.
2. Maintain compliance with regulations to include federal, state and local laws and NNPS Policies and Procedures affecting payroll operations.
3. Manage the reporting and depositing of employment taxes in compliance with various governmental regulations.
4. Oversee the proper ledger adjustments are made to account for FICA liability associated with the Reserve pay payment option.
5. Oversee the complete and accurate recording and computation of employee time, earnings and leave records.
6. Collaborate with Human Resources to ensure proper data management as it affects the timely and accurate processing of salaries and benefits to include salary adjustments, deductions, administrative, military or medical leave and retirement benefits.
7. Ensure the proper processing of wage garnishments, liens, child support orders and bankruptcy orders to include timely remittance and ledger reconciliation.
8. Work with ERP systems analyst to interpret and ensure consistent application of school division policies and procedures within the payroll processing operations.
9. Supports the maintenance of various ERP system tables to include tax, job class and benefit deduction tables.
10. Ensure adequate security controls, safeguarding confidential data and maintaining data integrity ensuring accurate financial information and reporting.
11. Ensures the proper filing and storage of confidential employee payroll records.
12. Supervise the processing of voluntary deductions such as health and life insurance.
13. Ensure proper remittance and ledger reconciliation.
14. Manage the reporting, contribution processing, and ledger reconciliation for the school division's tax-sheltered annuity program, Newport News Employees Retirement Fund (NNERF) and Virginia Retirement System (VRS).
15. Prepare and compile various reports and statistics pertaining to payroll matters.
16. Represents payroll on various committees and other forums to evaluate, plan and implement changes involving payroll and benefits.
17. Directs the preparation of annual employee wage and tax statements.
18. Responsible for effective supervision and administration of the Payroll Department to include selection, training and performance management.
19. Function as the contact person for external audits for payroll processing, Virginia Retirement System and the ERP System security and transactions.

**Other Duties**

Perform any other related duties assigned by the Chief Financial Officer and other appropriate administrators.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be provided to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

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

Bachelor’s degree in business management, finance or accounting with a minimum five years of payroll processing experience required or any equivalent combination of education and experience. Two or more years in a supervisory, managerial, or leadership capacity required. Must possess the ability to organize and direct the work of division payroll professionals. Must possess a comprehensive knowledge of and the ability to practically apply general accounting principles with specific emphasis on payroll accounting principles and practices. Must possess a thorough knowledge of governmental regulations affecting payroll operations. Must possess excellent organizational, supervisory and communication skills. Proficient in the use of Microsoft Word and Excel software applications. Excellent oral and written communication skills. Ability to maintain confidentiality. Must possess the ability to establish and maintain effective working relationships with staff, administrators, school personnel and contractors. Knowledge and/or experience with Financial and HR/Payroll systems, data analysis and best practices required.

**Working Conditions & 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 provided to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

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

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Chief Financial Officer

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Payroll will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Financial Officer, 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