

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**PAYROLL SUPERVISOR**

**DEFINITION**

Under general supervision the Payroll Supervisor is responsible for all aspects of the Payroll section including all related work as required.

**DISTINGUISHING CHARACTERISTICS**

Assigned full responsibility and discretion in administering the activities of the Payroll section. Uses independent judgement and initiative in maintaining all payroll related records and reports.

**EXAMPLES OF DUTIES**

Reads, interprets and complies with regulations of government and quasi-government agencies such as the IRS, Social Security System, Department of Labor, California Public Employees Retirement System, and related state and local agencies and systems. Reads and interprets tax laws. Sets goals and objectives for section and meets these goals. Works effectively and successfully with deadlines. Maintains timely and accurate payroll data, providing technical information and instruction to personnel. Competent operation of payroll computer programs. Provides cost analysis pertaining to salaries and benefits. Works cooperatively with other departments and supplies information as needed.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Payroll procedures, government accounting, supervisory techniques and data processing.

**Ability to:** Manage time and be responsible for all payroll procedures, pay period checks and reports. Analyze payroll systems and procedures and propose needed changes. Prepare government tax reports and forms, W-2's and balance year end. Work with employees on a day to day basis, assisting employees as needed, establishing credibility and promoting a general attitude of goodwill. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

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**Experience:** Five years of increasingly responsible experience in maintaining payroll records, desirably in a government environment, and thorough experience with computer payroll procedures.

**Education:** Graduation from high school or equivalent. 60 semester hours of college coursework with major in accounting, business administration or computer science. Additional work experience may be substituted for the college requirements on the basis of two years of full-time experience equal to 30 semester hours of college level course work.

R: 02/07