



POSITION TITLE: Payroll Supervisor

POSITION OBJECTIVE:

To support NWFHN/NWFP with payroll processes and performing accounting-related tasks.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Analyzes, prepares and inputs payroll data. Typically uses automated system to produce accurate and timely payroll. Ensures compliance with all applicable state and federal wage and hour laws.
- Prepares weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.) for management.
- Performs various journal entries, account reconciliations, and provides general ledger support.
- Supervises payroll processor(s).
- Maintains current knowledge of applicable state and federal wage and hour laws.
- Stays current on payroll systems to achieve alignment with HR benefits and to ensure effective accounting support.
- Facilitates management and employee understanding of payroll procedures.
- Leads weekly payroll meeting with HR department.
- In conjunction with HR Manager, trains new employees on the proper method of entering time into the timekeeping system, including instructing supervisors on the appropriate manner to review and approve supervised employee time and leave.
- If necessary, processes Quarterly and Annual State and Federal Payroll Tax Returns.
- Reviews bi-weekly payroll reports for accuracy.
- Responsible for on-time release of bi-weekly payroll to third party payroll vendor.
- Assists payroll processor as needed with approval of timesheets.
- Ensures all payroll entries are complete and accurate in a timely manner to meet month end close deadline.
- Prepares bi-weekly, monthly and annual payroll analytics.

Supervisory Responsibility

- Supervises payroll processor(s).

Work Environment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

- 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.

Travel:

Minimal travel is expected for this position.

This list of essential functions is not intended to be exhaustive. NWFP reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:**REQUIRED:**

- Bachelors Degree in accounting or related field of study. Work experience may substitute on a year for year basis for education requirement.
- Supervisory experience.
- Proficient experience utilizing Microsoft Excel and Word.
- Experience with automated payroll/timekeeping/HR systems.
- Experience and knowledge of wage garnishment procedures and other payroll benefit transactions.
- Knowledge of the Fair Labor Standards Act, including overtime laws and pay.
- Excellent time management skills.
- Experience working with a payroll system that interfaces with accounting software.
- Experience working with a time-keeping system that interfaces with the payroll system.

PREFERRED:

- Previous experience working with an outsourced payroll processor.
- Non-profit experience.
- Experience processing both Federal and State payroll tax returns, including understanding of filing deadlines and processing requirements.
- Payroll experience with an Organization that has greater than 50 employees.

SKILLS:

- Ability to work independently and set priorities
- Ability to maintain confidentiality of sensitive data
- Strong interpersonal and customer service skills
- Time management and organizational skills
- Ability to speak, read and write English at the college level
- Ability to work in a multitask environment
- Strong analytical and problem solving skills
- Strong written and verbal communication skills
- Ability to review payroll laws and apply them in the appropriate situations