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Job Specification 06102

PAYROLL SUPERVISOR/ PENSION FUND SUPERVISOR

PAYROLL SUPERVISOR

DEFINITION:

Under direction, supervises and coordinates the activities of workers engaged in preparing payrolls; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Supervises and coordinates activities of workers engaged in processing time cards, compiling payroll statistics, maintaining payroll control records, recording hours of work, and calculating payrolls.

Reviews personnel records.

Directs computation of differential pay according to policy.

Supervises the examination and analyses of all regular and supplemental payrolls submitted by various departments for payment to ensure accuracy of figures, correctness of entries, that deadlines are met, and for compliance with established payroll procedures.

Directs compilation and preparation of other payroll data such as pension, insurance, bond purchases, and credit union payments.

Coordinates and processes applications or enrollments into pension system, health benefits program, dental insurance and drug prescription plan, and so forth.

Reviews and approves payroll deductions.

Records and processes all payments made to various health plans.

Interprets policies and government regulations in connection with payroll procedures.

Checks the preparation of annual tax withholding statements for accuracy.

Analyzes payrolls for accuracy before extensions are made.

Organizes assigned supervisory payroll preparation work methods.

Checks and certifies payroll information for completeness and accuracy.

Prepares work for pay periods and supervises the analysis of pay and attendance records for each period.

Supervises the changes on individual pay resulting from overtime, absence, leave of absence, union dues, tax changes, social security and pension deductions, hospitalization and group life insurance deductions, garnishees, and attachments to ensure proper notations.

Balances total payrolls for all departments with accounts payable for posting to the general ledger.

Maintains and supervises the maintenance of a payroll account system.

Prepares payroll schedule for distribution of pay checks.

Coordinates all payroll activities with other organizational units and with the payroll computer center or facility.

Prepares payroll input for data processing, verifies payroll output, and determines the cause of and remedies errors in coding or inputting.

Prepares information for the preparation of the personnel budget by itemizing all positions that appear on payroll together with the account number and notation of all vacant account numbers.

Prepares statistical reports concerning such items and information for overtime expenditures and funds left for future overtime work and other notations of expenditures for control of personnel budget.

Maintains salary increment control and advises employees concerning increments.

Maintains employee time sheets and payroll registers.

Maintains liaison and correspondence with various agencies.

Answers questions concerning employees and employee records.

Determines work procedures, prepares work schedules, and expedites the work flow of the unit.

Provides written and oral instructions and training to subordinates.

Assigns duties and examines completed work for accuracy and conformance to policies and procedures.

Prepares correspondence and maintains records of a confidential nature.

Prepares statistical, quarterly payroll, and other reports containing findings, conclusions, and recommendations.

Interprets and explains rules, regulations, policies, and procedures through correspondence, personal interviews, and telephone conversations.

Organizes assigned work and develops effective work methods.

Reviews, checks, and certifies reports, applications, and other documents for correctness.

Assists in the planning and revision of office procedures.

Receives, reviews, and adjusts complaints.

Prepares requisitions.

Compiles data for budgets and reports.

Establishes and maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Four (4) years of experience in the preparation of payrolls.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of rules, regulations, and procedures involved in the preparation of payrolls after a period of training.

Knowledge of applicable withholding tax procedures and those of types of payroll deductions after a period of training.

Knowledge of modern office methods, practices, routines, and equipment.

Ability to read, interpret, and apply law, rules, and regulations in accord with established procedures and policies of the unit.

Ability to resolve technical payroll problems.

Ability to work effectively with others.

Ability to make accurate mathematical calculations.

Ability to coordinate payroll activities.

Ability to correctly apply payroll, personnel, budget, and accounting codes used in payroll processing.

Ability to maintain essential records and files.

Ability to verify payroll records.

Ability to prepare correspondence and payroll reports.

Ability to organize assigned work and develop effective work methods.

Ability to provide suitable assignments and instructions to individuals and groups, and to supervise their work performance.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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PENSION FUND SUPERVISOR

DEFINITION:

Under direction, performs work involved in processing applications for membership in the retirement system, and handles all relevant receipts and disbursements; may supervise other clerical employees; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Assembles and prepares statistical and other materials required for reports such as statistics required for actuarial study by an outside agency, and statistics requested by the Pension System.

Processes applications for membership including the ascertaining of eligibility and date of acceptance of employees for membership in the retirement system.

Drafts correspondence.

Furnishes pension information to the payroll unit.

Handles all receipts and disbursements for retirement system.

Processes employees pensions.

Gives assignments and instructions to employees.

Supervises the establishment and maintenance of records and files.

Disseminates pension information.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Three (3) years of clerical experience in the operation of a public or private pension or insurance program.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of rules, regulations, practices, and procedures involved in the retirement system.

Ability to organize assigned work and develop effective work methods.

Ability to give assignments and instructions to employees.

Ability to supervise the establishment and maintenance of records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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