KING COUNTY

FINANCE/ACCOUNTING SUPERVISOR

(Payroll Supervisor)

DEPARTMENT OF EXECUTIVE SERVICES/FINANCE & BUSINESS OPERATIONS DIVISION
PAYROLL SYSTEMS & OPERATIONS SECTION/PAYROLL OPERATIONS UNIT
Annual Salary Range: $68,212 - $86,462
Job Announcement No.: 04LW4049
Open: 3/3/04 Close: Open Until Filled

WHO MAY APPLY: This position is open to all career service employees and the general public. Consideration will be given in the order listed.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Department of Executive Services, Attn.: Teresa Sobol, Exchange Building 7th Floor, 821 Second Avenue, M.S. EXC-ES-0720, Seattle, WA 98104-1598**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Teresa Sobol at (206) 263-3642 for further inquiries.
PLEASE NOTE: **Applications** not received at the location or deadline specified above may not be processed**.**

FORMS AND MATERIALS REQUIRED: A King County application form, resume, supplemental questionnaire and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: 821 2ND Ave., 7th Floor, Exchange Building, Downtown Seattle

WORK SCHEDULE: This full time position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The normal workweek is Monday – Friday, 8:00 a.m. – 5:00 p.m. Some long hours and weekend work required.

PRIMARY JOB DUTIES INCLUDE: This position is responsible for the payroll operations for King County Government, including supervising a centralized operations team in all areas of payroll administration. Payroll for over 16,000 County employees is administered, comprised of both bi-weekly and semi-monthly cycles involving two major payroll systems, which over the next several years will be combined into a single PeopleSoft payroll/HR system.

- Manage the Payroll team's work assignments, customer service quality, training, scheduling, development, organization, issues and concerns.
- Supervision and knowledge of the following payroll functions: Program changes to the payroll/human resource systems to implement negotiated labor union contracts (currently 93 separate bargaining units and 62 collective bargaining agreements), personnel policies and on-going changes to County business requirements.
- Process & interface time & labor information into the County's financial systems.
- Produce payroll warrants and direct deposit advices; Produce W-2 statements.
- Administer payroll deductions to the IRS, SSA, Office of Child Support Enforcement, State Retirement systems, wage garnishment recipients, credit unions, a deferred compensation third party vendor, various Unions and the County's Benefits Insurance Fund.
- Conduct payroll records research for wage verifications and grievance/lawsuit settlements.
- Produce special payrolls.
- Train decentralized County payroll clerks and timekeepers on payroll processes.
- Evaluate & coach team member's performance.
- Facilitate a productive team-working environment; Partner with Payroll Systems Support & Development staff for change management, functional/technical support and on-going Payroll Forum meetings with customer agency representatives.

- Keep abreast of, communicate changes to and ensure compliance with all applicable Federal, State and local laws/regulations/policies, including all tax laws and good internal control standards.
- Provide financial analysis & implement payments in response to lawsuit and grievance settlements.
- Serve as a key resource toward implementing the conversion of those County employees still on MSA to PeopleSoft HRMS as that project is activated.
- Develop and issue policies and procedures related to the administration of payroll.
- Strategic planning and program development efforts involving payroll administration
- Develop policy issues, analyze resource impacts and plan work programs related to implementation of special pay-affecting projects.
- Research, analyze and brief management on operational impacts of legislation that may affect payroll.
- Provide guidance to County management/staff on payroll laws/policies/procedures.
- Contribute as a productive member of the Payroll Systems & Operations leadership team.
- Monitor the payroll operating expenditure and revenue budgets and approve small-cap expenditures
- Perform other responsibilities as assigned.

REQUIRED QUALIFICATIONS, EXPERIENCE, KNOWLEDGE and SKILLS:

- Bachelor's degree in accounting or business or closely related field or combination of equivalent experience.
- A total six (6) years of progressive professional payroll operations experience, with at least four (4) years in a supervisory capacity in a mid to large-size payroll operation/system or equivalent supervisory experience in finance or human resource organizations of similar size.
- Exceptional people management, inter-personal and multi-tasking skills, including ability to work productively with all levels of management, staff, employees and outside agencies under challenging conditions.
- Demonstrated ability to achieve results through others.
- Expert knowledge of payroll/employment tax laws & regulations.
- Working knowledge of payroll systems, payroll & human resource internal control standards, and labor relations standards.
- Demonstrated team management skills.
- Strong organizational and customer service skills.
- Proficient in the use of personal computers, Windows, intermediate skill level in Word for Windows and Excel, e-mail and the Internet.
- Excellent reading comprehension, reasoning, writing and oral communication skills.

DESIRED QUALIFICATIONS:

- Knowledge of the PeopleSoft payroll/HR system.
- Working knowledge of labor relations, employee benefits, deferred compensation plans, payroll systems programming standards, State and City of Seattle retirement systems regulations/requirements, and human resource management.
- Certified Public Accountant (CPA).
- Experience managing a public administration payroll operation.

NECESSARY SPECIAL REQUIREMENT: This position requires a working knowledge of federal, state, and local laws with application or effect on payroll production, such as tax codes, FLSA, Washington State Minimum Wage Act.

CLASS CODE: 211401

SUPPLEMENTAL QUESTIONNAIRE
Finance and Business Operations Division
Payroll Supervisor
04LW4049

Please provide a concise written response to the following questions.

1. Describe how you encourage and foster a team environment; what tools do you use, what skills do you employ to create a high-performing team?

2. Describe an experience in conflict resolution that you managed; what skills/approaches did you use to diffuse the situation, what steps did you take to achieve a resolution, what follow-up techniques did you use to ensure permanent change?

3. Please describe your supervisory experience; include the size and diversity of your team(s), the complexity of the organizational structure, and give an example of a particularly challenging employee performance improvement plan for which you were responsible and its resolution.

4. This position requires exceptional people-management skills, a well-developed ability to multi-task and the ability to achieve goals through others. Please give specific examples that demonstrate how you qualify as 'exceptional' in these skill areas.