



Job Specification

Job Title: Payroll Supervisor
BCAT Code: 430X AR
Pay Grade: G16

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Oversees the reconciliation of healthcare vendor payments, retirement's vendor payments, and payments to vendors of other benefits. Oversees reconciliation of other mandatory payroll deductions such as payments to courts for garnishments, and child support payments to agencies or individuals. Directly supervises exempt payroll accountants. Oversees campus paycheck distribution.

Examples of Duties

- Oversees Accountants to ensure that timely and correct payments are made to optional retirement and supplemental retirement vendors for employee's contributions, insurance vendors, courts for garnishments and child support agencies.
- Research and reconstructs historical records to determine if past notices or payments were correct, and make recommendations for corrective actions if warranted.
- Processes all accrued liabilities for fiscal year-end by established deadline.
- Reconciles and prepares monthly submission to the Teachers Retirement System (by the 10th of each month and the Georgia Defined Contribution Plan (by the 7th of each month).
- Prepares quarterly unemployment report and request quarterly unemployment tape.
- Serves as backup for payroll tax accounting functions.
- Works with colleges, unit administrators, and the Grants & Contracts Office to ensure accurate charges to payroll accounts.
- Makes timely payroll adjustments and recognizes the most efficient and effective methods of correcting errors when they occur.
- Ensures all voided checks are entered into the system in a timely manner.
- Assists with the preparation of W2s and coordinates the distribution of W2s.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of USG retirement plans.
- Thorough knowledge of Spectrum (Financial System).
- Thorough knowledge of the personnel/payroll system.
- Thorough knowledge of non-resident alien taxation including tax treaties, 1042S, and FICA exemption.
- Proficiency with word processing, spreadsheets, and database software.
- Ability to multi-task in a deadline driven environment.
- Ability to handle highly confidential information with an appropriate level of discretion.

Minimum GSU Hiring Standards

Bachelor's degree and two years of payroll accounting and supervisory experience; or six years of payroll accounting with two years in a supervisory role; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.