
		JUDICIARY OF GUAM	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: PAYROLL SUPERVISOR		ESTABLISHED DATE: November 2023	
PAY GRADE: N	TOTAL HAY EVALUATION POINTS: 406	POSITION STATUS: [X] Classified [] Unclassified [X] FT [] PT	
FLSA CATEGORY: [X] Exempt [] Non-Exempt		EEO CATEGORY: Professional	
REPORTS TO: Finance Administrator or Designee		APPROVED BY:  DANIELLE T. ROSETE, Esq. Administrator of the Courts	

NATURE OF WORK:

This position performs complex supervisory fiscal management work responsible for planning, organizing, and managing the payroll processing operations for the Judiciary of Guam.

An employee in this class oversees the day-to-day operations of the Payroll Section, and assures the operations are carried out in accordance with established accounting principles, directives, and payroll policies and procedures.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Oversees the accurate accounting of compensation, benefits, taxes, retirement and leave records of all employees.

Plans, organizes, and manages the payroll operations of subordinate staff.

Prepares and reconciles quarterly and annual payroll tax reports.

Reviews and analyzes changes in legislation, ordinances, and other regulatory instruments.

Recommends changes and effectuates policies and procedures required to maintain compliance with regulatory requirements and adequate control of the disbursement of funds.

Oversees the maintenance of payroll records, leave records, tax documents and other related information.

Coordinates payroll data and reporting.

Provides information to employees, division managers or judicial officers relative to payroll policies and procedures.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of generally accepted payroll principles and practices.

Knowledge of accounting -related computer applications both standard and court developed.

Knowledge of principles and practices of financial administration including financial reporting.

Knowledge of mathematical techniques involved in collecting, organizing, interpreting, summarizing, analyzing and presenting numerical data.

Ability to work effectively with management officials, the public and employees.

Ability to plan, organize, evaluate and direct the work of others.

Ability to prepare, examine, and verify financial documents and reports.

Ability to communicate, establish, and maintain working relationships with staff at all levels in the organization.

Ability to learn and apply existing compensation plan, withholding tax procedures, payroll accounting procedures, laws and regulations governing the legality of payroll actions, policies and procedures in accomplishing payroll work, and all types of actions affecting the compensation of employees.

Ability to make work decisions in accordance with laws, rules and regulations.

Ability to operate a computer terminal and maintain payroll systems.

Ability to communicate effectively, both orally and in writing.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

- (A) Graduation from a recognized college or university with a Bachelor's degree in Accounting or related field, including twenty-four (24) semester credit hours of accounting/auditing courses, plus three (3) years of experience in accounting or payroll processing, inclusive of one (1) year in a supervisory capacity; or
- (B) Graduation from a recognized college or university with an Associate's degree in Accounting or related field, including twenty-four (24) semester credit hours of accounting/auditing courses, plus four (4) years and six (6) months of experience in accounting or payroll processing, inclusive of one (1) year in a supervisory capacity.