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# Example of Payroll Supervisor Job Description

Our company is looking to fill the role of payroll supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for payroll supervisor

* Implement consistent payroll processing procedures and continually evaluating established procedures for process improvements
* Responding to all federal, state, and local inquiries
* Build simple ad hoc, SAP software, Payroll reports and manipulate these in excel
* Monitor all Non-Exempt Staff employee’s time by validation of data and supervisor authorizations
* Create/oversee the submission of bi-weekly 3rd party data files to appropriate vendors
* Backup the Director of Payroll by performing completion of quarterly taxes, and reports to 3rd Party vendor
* Monitors / supervises the time capture, and evaluate process duties for Payroll Operations
* Analyze and reconcile calculations including complex non-standardized pay rules, accruals and manual entries
* Manages Payroll Operations team completion of ACH reversals and rejections, check voids, stop payments, reversals and replacements, and resolution of stale-dated items
* Provides support for maintenance of payroll databases

## Qualifications for payroll supervisor

* Strong computer skills, including Microsoft business applications and various reporting software, especially Excel
* 2-3 years of ADP Enterprise experience
* 5 years of EMEA payroll experience
* 8+ years experience processing payroll for over 500 employees
* Minimum 2-5 years of US domestic payroll experience
* CPP or FPC certification a plus