

CHIEF PAYROLL OFFICER**NATURE OF WORK IN THIS CLASS**

This is administrative and supervisory work involved in the preparation of payroll and the maintenance of payroll records for the Department of Administration and/or DOE's Guam Public School System. This class has broad responsibility for providing services to several governmental departments/agencies under the auspicious of the Department of Administration; and/or for DOE's Guam Public School System.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the preparation of payroll for several departments and agencies under the auspicious of Department of Administration's computer payroll system; and/or for the Guam Public School System's (Department of Education) computer payroll system.

Responsible for the accurate accounting of retirement, sick, and annual leave records of all employees.

Recommends new procedures to update changes on payroll.

Reviews and audits the work of subordinates and certifies the accuracy of the payroll summary for payment.

Responsible for the preparation and proper distribution of salary checks.

Responsible for the maintenance of accurate files and records on all matters pertaining to functions of the respective Payroll Branches (DOA and/or DOE).

Keeps immediate supervisory advised as to laws and regulations involved in payroll preparation, as well as methods used in solving complicated payroll problems encountered.

Prepares annual budget request for the operation and maintenance of the respective Payroll Branches (DOA and/or DOE).

Prepares monthly, quarterly and annual progress reports.

Keeps posted on all applicable laws, rules, regulations, policies and procedures pertaining to payroll functions.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of office management.

Ability to learn and apply existing compensation plans; 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 salaries of employees.

Ability to supervise the work of others.

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

Ability to operate a computer terminal utilizing payroll process.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- (a) Successful completion of a course in bookkeeping and four (4) years of experience in the preparation and maintenance of payroll records and one year in an administrative and/or supervisory capacity; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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PAY GRADE: N



VERNON P. PEREZ
Executive Director
Civil Service Commission