



City of Mountain View

Now accepting applications for:
PAYROLL SUPERVISOR*

The annual salary range is
\$124,824- \$187,236 with a control point of
\$156,030.

Pay beyond the control point may be awarded for exceptional experience and qualifications upon hire and/or for meritorious performance while serving.

*Payroll Supervisor is a working title. The official job classification for this position is Senior Payroll Accountant.

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

The City of Mountain View is a fast-paced place to work with many opportunities for growth. It is a pleasure being able work collaboratively with other City departments to serve residents and businesses.”

—JESSICA HONG, FINANCIAL ANALYST

What's the Role?

We're looking for an **energetic, self-motivated, and experienced** accounting professional to take on the role of Payroll Supervisor. You will join a **fast-paced**, but **collaborative** and **customer service-oriented team environment**, providing payroll administration and supervision within the Finance and Administrative Services Department. In this role, you will manage the planning, organization, review and maintenance of City-wide payroll functions, financial modules upgrades, payroll subledger interface to the General ledger, and day-to-day direct supervision of staff responsible for processing the City's payroll. This position also manages the City's payroll and timekeeping systems and update the system based on union contracts. This position receives general direction from the Assistant Finance and Administrative Services Director, and direct supervision from the Accounting Manager. The position will exercise direct supervision of assigned professional, technical and clerical staff, and builds relationships throughout the organization. If you are looking to take on a challenging and rewarding financial role, this position is for you! Review our detailed job description [here](#).

The Essentials

- Four years of relevant payroll processing and benefit implementation experience of an increasingly responsible nature within a complex organization including one year of supervisory experience.
- Bachelor's degree from an accredited college or university with major coursework in accounting, finance, public administration, or a related field.
- Individuals must be physically capable of operating a motor vehicle safely and possess a valid Class C California Driver License.

Bonus Points

- Directly-related experience within a public sector agency.
- Possession of a Certified Payroll Professional (CPP) issued by the American Payroll Association (APA).
- Master's degree in accounting, finance, public administration or a related field.

What You'll Do

- Be knowledgeable of current accounting and reporting standards and ensure staff is trained in their respective functions.
- Exercise considerable independent judgement in managing the processing of the City's payroll.
- Interpret Federal and State laws governing payroll and analyze legal advice on complex payroll issues.
- Manage and implement changes in the payroll and timekeeping systems as needed due to changes in MOUs, law, or other reasons.
- Provide day-to-day supervision to staff in payroll and answer inquiries and respond to payroll related issues.
- Manage assigned programs or projects; schedule, plan, coordinate, evaluate, and report on work progress.
- Maintain and reconcile payroll subledger to the General Ledger for financial transactions related to payroll.
- Write and present comprehensive, concise, and clear reports, memos, and other communications.

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<https://www.linkedin.com/company/city-of-mountain-view/>



City of Mountain View

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. This recruitment will close on **Thursday, September 26, 2024**. Qualified candidates are encouraged to apply early.

Are We a Match?

- You have **superb managerial, customer service, analytical, interpersonal, and communication skills**.
- You have solid **organizational and logical problem-solving abilities** with a strong **attention to detail**.
- You have a **strong ability** to interpret, explain and **train individuals** as to existing payroll accounting, auditing and fiscal policies and procedures.
- You find it **extremely rewarding** to work in **public service** and help others.
- You have a **strong ability to analyze** complex accounting and financial data and draw **logical and sound** conclusions.
- You can work well **independently** with minimal **supervision**.
- You are a professional adept at quickly learning new tasks and who thrives in a **team-oriented, results-driven, challenging and fast-paced** environment.
- You are a **multi-tasker** who is able to **juggle multiple priorities** with proven project and **time management skills**.
- You are **passionate** about **sharing knowledge, developing** and **mentoring** staff.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction
 - Paid Parental Leave Program with up to 8 weeks paid leave.
 - Management leave of 80 hours per fiscal year; paid out at end of fiscal year if not used.
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
 - Professional/Technology Development Funds (\$1,000 annually)
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - Incentive pay for participating in the City's wellness program
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.