

**TMC  
JOB DESCRIPTION**

**POSITION: Payroll Supervisor**

**GRADE: 11**

**LOCATION: Headquarters**

**REVISED: 2-4-11**

**SUPERVISED BY: Vice President of Finance      CLASSIFICATION: Full-Time/ Exempt**

**POSITION(S) SUPERVISED: Payroll Clerk, Filing Clerk, and Computer Operator**

**SALARY RANGE: Wage Scale available on TMC website or with Corporate H.R. Dept.**

**BENEFITS: Employee Benefits available on TMC website or with Corporate Benefits Dept.**

**ROLES AND RESPONSIBILITIES:** Responsible for the payment of the payroll for TMC staff and preparation of applicable governmental reports.

1. Service Agency Annual Report.
2. Prepare U.S. Census Report on a monthly basis.
3. Prepares Report for the U.S. Department of Labor Occupational Employment Report.
4. Prepares Texas Workforce Commission Follow Up Report.
5. Prepares Organizational Report for U.S. Labor.
6. Prepares Ohio Annual Report of Funds.
7. Prepares Agency Quarterly Reports.
8. Assist in W-2 & 1099 filing.
9. Prepares the Electronic Federal Tax Deposit for all Programs.
10. Verifies and approves request to process all employees' liabilities.
11. Generate pension Plan Eligibility status of all employees becoming eligible.
12. Monitor cash account for Head Start on a daily basis.
13. Prepare and request cash needs from Payment Management System.
14. Prepare General Journals.
15. Monitor Bank Statement for all programs.
16. Responsible for the analysis of various general ledger accounts.
17. Prepare depreciation schedule for new fiscal year.
18. Maintain exemption status form for IRS and State Comptroller on agency's 501C3.
19. File annual supplemental information return (IRSGen-7090).
20. Assist on renewal application for all insurance.
21. Abides by all safety work rules and actively participates in the Risk Management Program.

**The above statements are not a complete list of all roles and responsibilities performed by employees in this job. Employee may perform other related roles and responsibilities as assigned by their supervisor.**

**MINIMUM QUALIFICATIONS/ EDUCATION:**

1. High School Diploma or equivalent.
2. Demonstrated knowledge of federal and state regulations and proven ability to interpret and implement regulatory revisions into agency policy.

