

Payroll Supervisor

Accounting Department

Summary:

The Payroll Supervisor will work to ensure that payroll is processed in an accurate, compliant and timely manner.

Email Resume [Here to Apply](#)

Qualifications:

- Bachelor's degree and equivalent experience required. Experience in professional services environment preferred.
- Minimum of 6+ years of experience.
- Certified Payroll Professional (CPP) Preferred
- Supervisory experience
- Ability to communicate effectively with lawyers, professional level staff and peers.
- Excellent oral, written communication, analytic and organizational skills.

Duties and Responsibilities:

- Manage the payroll workload to meet Firm requirements and handle all related information in a confidential manner.
- Supervise and process semi-monthly and monthly disbursement of multi-state payroll, including garnishments, benefits and taxes consistent with federal and state wage and hour laws.
- Supervise Payroll Coordinators' work product.
- Analyze existing policies and procedures and identify opportunities for improvement where appropriate. Ensure data is properly authorized and executed consistent with Firm practices.
- Prepare reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages by maintaining knowledge of applicable State, Federal and International wage and hour laws.
- Work with technology team to review and test system fixes, tax updates and enhancements.
- Prepare relevant weekly, monthly, quarterly and year-end reports.
- Monitor the accurate update of new hires, promotions, office moves and terminations.
- Supervise the preparation and review of payroll account reconciliations.
- Support all internal and external audits related to payroll.
- Support the implementation of payroll-related initiatives and projects.
- Supervise and resolve any issues to payroll production.
- Maintain the payroll checklists and execute internal controls to ensure the accuracy of the payroll.

Duties and Responsibilities (Continued):

- Supervise and develop payroll staff and critically review and analyze current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt

Reports To: Payroll Manager

Workplace Type: Remote (must be local to DC office)

Salary range is \$102,000-\$143,500.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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