

Job Title	TFS Payroll and Support Services Department Head
Job Code	8047
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The TFS Payroll and Support Services Department Head, under general direction, oversees payroll, contracts and compliance, administration of grants, and property inventory.

Essential Duties and Responsibilities

- Assists in training, professional development, and performance evaluation of staff.
- Oversees and directs activities associated with payroll, contract and compliance, grant administration, and property inventory functions.
- Assists in preparation and review of payroll clearing account reconciliations.
- Assists employees with questions and problems.
- Prepares reports and analyses as required.
- Attends meetings and training sessions.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in Business Administration or equivalent combination of education and experience.

Experience – Five years of related experience in accounting including at least two years of experience managing payroll operations.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications.

Ability to – Ability to multitask and work cooperatively with others. Strong analytical and interpersonal skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	