



Supervisor - Payroll Operations & Accounts Payable

The Philadelphia Gas Works (PGW) is the largest municipally owned gas utility in the nation, supplying gas service in the City of Philadelphia to over 500,000 customers. From its humble beginnings in 1836, PGW has grown into the large, modern facility that exists today. As one of the nation's leading natural gas providers, PGW prides itself on stability and continual growth. PGW is dedicated to becoming the Greenest Natural Gas Delivery Company in the region.

This position manages a small work group responsible for the day-to-day functions that ensure PGW employees and retirees are always paid timely and correctly, the proper payment of bills owed by PGW and payment of PGW employer and employee taxes. The individual sets job standards and performance expectations as well as provides technical support to subordinates. This position is responsible for the overall quality of work completed by the work group.

Responsibilities

Payroll Administration

- Supervise the administrative functions of company payroll ensuring appropriate systems and procedures are utilized to correctly and timely pay all employees and retirees. This includes but is not limited to:
 - Coordinating collection of all employee leave time and hours worked through the Company's time and labor system.
 - Adjusting timesheets for the current week and processing timesheet amendments for prior weeks, per employee departmental requests.
 - Processing of direct deposit, advance wages, payroll pre-tax and post-tax deductions (credit union, PGW pension plans, deferred compensation plans, PGW wellness programs, flexible spending accounts and United Way), etc.
 - Reviews payroll transactional data for accuracy through exception reporting weekly, monthly, and quarterly.
 - Processes all PGW executives and Philadelphia Gas Commission administrative staff payroll changes.
 - Maintains adequate supply and security of manual payroll checks, and related forms such as W-2, direct deposit, etc.
 - Ensure federal, state, and local payroll tax payments and tax returns for both employee and employer portions of taxes are appropriately assessed including validation and approval of quarterly payroll tax returns/filings within specified timeframes to avoid penalties; validation and approval of annual wage and tax statements such as W-2 and 1099-R.



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Accounts Payable Administration

- Supervise the administrative functions of company accounts payable systems and procedures for the timely and accurate payment to outside vendors. This includes but is not limited to:
 - Verifying vendor invoices to ensure accuracy, proper batching, correct totals, and calculations
 - Balancing associated accounts payable daily totals to verify appropriate check totals and recipients
 - Ensuring subordinates receive appropriate records for vendors for issuance of checks
 - Reviewing monthly ledger journal entries for payroll and accounts payable to ensure balanced entries.
 - Prepare, print, and file accounts payable annual 1099-Misc statements through PGW's accounts payable system, including review and assignment of federal reportable suppliers and invoices.
 - Coordinate payroll and accounts payable record systems that support financial information for all associated check payments, wires and electronic funds transfers made by PGW, including manual payroll, accounts payable and gas overpayment checks; co-signs checks printed for amounts over \$20,000; prepares requests for check cancellations which are no longer needed or incorrect; reissues when necessary.
- Oversee the maintenance of special funds including petty cash, pay advances, employee check cashing, moving and relocation, expense of employees, tuition and vehicle use tax records. Retain records of as well as canceled, voided, and destroyed checks.
- Act as a liaison to Human Resource and Information Technology Department to obtain all necessary information for updating and maintaining payroll and accounts payable records, implement new and revised governmental regulations, rate increases and management or labor benefit changes, assure all associated electronic record systems are operational and up to date, and coordinate the printing of all checks.

Personnel Management

- Coordinate subordinate work activities by developing project timelines, milestones and analyzing impact, determining priorities of activities, making work assignments, monitoring projects, and providing direction and assistance as needed.
- Assess employee needs ensuring subordinates are properly trained and adhere to company policies, practices and procedures including collective bargaining agreement when applicable.



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- Evaluate and meets with subordinates to discuss work performance providing appropriate commendations and disciplinary actions to ensure employees are well equipped to meet and/or exceed job expectations.

Finance & Accounting

- Participate in the annual budget preparation process and the annual company audit as needed or requested.
- Support Treasury's Financial Section as a backup for daily banking and investment functions.
- Serve as the Payroll Administrator for TLM ensuring system integrity by addressing future issues, defects, new configuration, reporting requirements and general system maintenance as well as providing direction over the weekly TLM and payroll processing functions.
- Serve as a project team member on all projects related to payroll, time and labor, cash, and finance.

Other Related Functions

- Keep abreast of current tax, pension and related accounting regulations and standards; ensures unit is up-to-date and processing information in accordance with federal, state, and local regulations.
- Perform other special projects and assignments as directed.

Qualifications

- Associate degree in Accounting, Finance, Business Management, or other related area
- Must be familiar with Payroll Administration Software packages, preferably ADP Enterprise / ADP Vantage.
- 3 – 5 years` related experience processing payroll, recording cash disbursements, distributing checks, processing tax payments, processing account receivables, maintaining pension files, performing accounts analysis, and maintaining the petty cash fund.
- Must have supervisory skills with the ability to create a professional and constructive environment that fosters a team-oriented and customer service approach to day-to-day operations.
- Must be able to communicate clearly and persuasively to management and union employees regarding customer service initiatives, issues, and problems.



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- Must have analytical skills with the ability to produce detailed verbal and written financial reports/statements.
- Must be familiar with Accounting Software packages, preferable Oracle Financials.

Make a difference in your future –

Become part of the PGWTeam! Apply – www.pgworks.com