

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE**

Position: Payroll Supervisor
Finance Services Office
Office of Operations and Support Services (OOSS)

Salary: \$65,000 - \$130,000 based on experience and qualifications.

Application Deadline: September 01, 2026

Team Member Benefits: [Click Here to Learn More](#)

Position Summary: The Payroll Supervisor is responsible for providing technical and administrative direction to the Payroll Specialists in the performance of their daily payroll responsibilities. The Payroll Supervisor plans, organizes, assigns, trains, and supervises the work of Payroll Specialists.

Principal Duties:

- Process and approve payroll, in accordance with guidelines and deadlines established by the Central Payroll Bureau
- Enter and update payroll, timekeeping, and personnel information
- Prepare payroll reports, audit timesheets and assist with special projects
- Implement productivity, quality, and customer service standards
- Answer telephones, greet visitors, take messages, respond to requests, and provide routine information within the guidelines and policies of the Unit
- Maintain knowledge of legal requirements and enforce payroll policies and procedures
- Assist employees with enrollment of Payroll Online Service Center (POSC) and/or prepare checks for distribution
- Ensure accuracy and confidentiality of timesheets, payroll and personnel data
- Maintain all records pertaining to time sheets, payroll and leave usage
- Prepare correspondence and complete employment/salary verifications, unemployment and other payroll-related requests
- Assist in interviewing, hiring, training, and evaluating the performance of Payroll Specialists

Qualifications:

- BS/BA in human resources field, accounting, business, finance or related field preferred or AA with 3-5 years' experience processing payrolls
- Demonstrated experience with automated payroll and personnel processing systems (knowledge of Workday desirable)
- Supervisory experience
- Proficiency in Microsoft Suite
- Availability to work extended hours throughout the Legislative session or at other periods as needed. There is a requirement to be present during the 90-day Legislative session, even in unusually inclement weather.

To Apply: Email Resume and Cover Letter to jobs@mga.maryland.gov and include code 14-26. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

Website: <http://mgaleg.maryland.gov>

August 17, 2026

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