

SENIOR PAYROLL AND BENEFITS CLERK

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for performance of specialized account clerical tasks, in accordance with defined procedures, with major emphasis on preparation, processing and maintenance of payrolls. Additional responsibilities include enrollment of employees and processing of all documents related to benefits administration for a municipality or school district. Duties also include entering and retrieving information using computer database/spreadsheet software. Work is performed under general supervision of a finance officer or administrator, with considerable use of independent judgment required and expected. Senior differs from Payroll and Benefits Clerk in that it requires anticipatory skills and ability to identify and communicate potential payroll issues and problems. Supervision may be exercised over a small number of clerical assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Computes gross wages and records wage data to computerized payroll system;

Prepares physical checks and direct deposits using ACH;

Proves gross payroll totals for accuracy;

Ensures payroll expense is properly coded in accordance with New York State financial coding system;

Computes breakdown of gross annual salaries resulting from revised pay rates, longevities and credit calculations;

Computes correct payroll and benefits in accordance with appropriate and applicable school district bargaining unit contract;

Adjusts and revises payroll rates and deductions, including but not limited to child support, union dues, insurance, charitable contributions, tax sheltered annuities, credit union, etc.;

Processes W-2 information and produces annual statements;

Enrolls employees into health insurance and provides school district Human Resources Department with documentation for new, existing and retired employees, including employees' dependents and beneficiaries;

Prepares salary information for New York State retirement systems, unemployment reporting and worker's compensation;

Maintains information, and approves related invoices and billing, for all health benefits, including but not limited to school district bargaining unit contracts and Medicare;

Calculates Family Medical Leave Act leaves and other leaves using attendance records;

Prepares a variety of reports and processes monthly, quarterly and annual returns such as retirement, social security, federal withholding, state withholding, group insurance, etc.;

Provides confidential information to individual employees about payroll and related matters;

Provides oversight and direction to other personnel who may assist with payroll processing and related functions;

SENIOR PAYROLL AND BENEFITS CLERK (cont'd)

Attends meetings pertaining to health benefits, school district bargaining unit contract benefits, deductions and other matters affecting payroll;
Performs a variety of related activities, as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of methods of maintaining and processing payroll accounts and records; good knowledge of methods of keeping and checking financial accounts and records, including financial computer software; good knowledge of various benefit plans offered by a municipality or school district including benefit limits, eligibility criteria, administrative and procedural requirements; good knowledge of state, municipal and/or school district rules, regulations, agreements, policies and procedures that affect benefit programs; working knowledge of the Social Security System and NYS Retirement Systems; strong computational and analytical skills; strong organizational skills; ability to follow complex oral and/or written instructions; ability to plan and direct the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; accuracy; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma, and six (6) years of clerical experience which must have included at least two (2) years of experience with processing and/or maintaining payroll accounts and records.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the State Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.