

PAYROLL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is high level technical payroll work which primarily involves responsibility for the processing of payroll data and computerized records requiring a high degree of accuracy. Work is performed in accordance with prescribed procedure under the general supervision of an administrator, and involves meeting strict deadlines. Duties include responsibility for managing accurate and timely payroll processing, ensuring compliance with tax laws, garnishment procedures, and other regulations. The incumbent acts as key liaison between the Finance Department and the Personnel Department, ensuring that bargaining unit requirements and County requirements relative to appropriate salaries and rates of pay are upheld. Supervision may be exercised over beginning level clerical or payroll personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers the distribution, correction and reconciliation of the bi-weekly payroll and the reporting and disbursement to Federal and State agencies;

Computes gross wages and posts wage data to payroll records;

Prepares a list of all changes (i.e., pay, new hires, deductions, etc.) occurring each payroll;

Proves gross payroll totals after changes have been processed;

Coordinates payroll reports with the data processing section;

Operates computer using specialized payroll software;

Acts independently to resolve all payroll inconsistencies in a timely and accurate fashion;

Manages quarterly and year-end activities including wage reconciliation and W-2 production;

Prepares bank deposits and breakdowns on payrolls as to proper amounts for State Tax, Federal Tax, Social Security, Bonds, Group Insurance and Union Dues;

Prepares salary information for Workers' Compensation and Disability Forms;

Prepares various reports such as Retirement, Social Security, Federal Withholding, State Withholding, Hospitalization, Group Insurance, Union dues and agency fees, NYS Department of Labor, Disability, Credit Union, etc.;

Works closely with the Personnel Department to integrate data to ensure best overall organizational practices;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Prepares various reports and makes recommendations for management positions in collective bargaining negotiations;

Operates a check-signing machine;

May do incidental typing;

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May distribute pay checks;
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 KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of automated compensation systems and procedures; good knowledge of payroll and payroll tax issues; good knowledge of Federal and State laws; good knowledge of benefit programs and their deduction rules; good knowledge of the principles of payroll auditing; ability to identify, analyze and resolve complex payroll and related issues; ability to identify future issues, risks and opportunities as they relate to payroll administration; ability to assess implications of policy decisions for payroll; ability to effectively communicate both orally and in writing; ability to interpret complex statistics and present logical reports; ability to gather and organize pertinent data and to draw appropriate conclusions; ability to establish and maintain effective working relationships; ability to instruct departmental representatives in program procedures; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; sound judgment; integrity; resourcefulness; accuracy; thoroughness.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors Degree and two (2) years of account clerical experience, one (1) of which must have been in a payroll department using an automated payroll system; or
- b) Associates Degree and three (3) years of account clerical experience, two (2) years of which must have been in a payroll department using an automated payroll system; or
- c) Graduation from high school or possession of a comparable diploma and four (4) years of account clerical experience, two (2) years of which must have been in a payroll department using an automated payroll system; or
- d) An equivalent combination of education and experience as indicated in a), b), and c) above.

FOR PROMOTION: One (1) year permanent competitive class status as a Payroll Clerk or Senior Account Clerk, which shall have had payroll experience as a principal function.

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.