



CIVIL DIVISION  
CLASS SPECIFICATION

**SENIOR PAYROLL CLERK (CITIES)**

DATE ADOPTED: 09/10/2025

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for processing a periodic payroll for Cities. It is located specifically in a financial department or unit charged with this responsibility. The incumbent enters and verifies payroll related information according to strict time frames, runs a number of reports to check the overall payroll, then produces and distributes pay checks. The incumbent is also responsible for completing reports and distributing payments to other agencies, including banks, retirement systems, and the state and federal government. This position differs from Payroll Clerk in that the duties are of a higher technical complexity, and work is performed with more independence. The work is performed under specific legal requirements and operational guidelines but requires detailed attention to the information, investigation and correction of payroll related errors or omissions. The position generally does not supervise other employees but may oversee and direct the work of temporary employees and other lower-level employees.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Reviews, confirms and enters information into payroll system, including hours and benefit time, deductions, exemptions, garnishments, special pay factors and changes in name and address;
2. Balances manual totals with system totals; runs preliminary reports and registers to balance system and review for errors; runs final payroll and reports and distributes checks;
3. Prepares, reconciles and processes payment batches for processing employee health insurance premiums for various vendors, supplemental insurance, garnishments, union dues etc.;
4. Processes personnel changes and resolve and clarify payroll issues;
5. Enrolls employees into proper retirement system;
6. Retrieves notifications from NYS Retirement system & TIAA Cref regarding information requests, discrepancies, retirement notifications, and deduction changes for employees;
7. Reviews Monthly Retirement Report, processes required information/changes for accounting unit to submit for final submission;
8. Completes forms and answers inquires from financial institutions and other agencies, including retirement systems, concerning service time, employment, income and deductions;
9. Mentors, trains, and acts as resource for lower level employees for any system issues, questions, or errors that arise and researches previously unknown answers using contacts and resources;
10. Creates and maintains written procedures for payroll process and all payroll calendars and schedules, distributes them as needed; responsible for all aspects of biweekly and monthly payrolls including TIAA, Union Dues, and Union insurance reporting;
11. Calculates, reviews, enters and processes all manual checks including retro payments and payout of benefit time upon retirement or resignation, as well as processing all payroll distributions. Completes adjustment recaps;
12. Assists with some higher level tasks including calculation and payment of all payroll taxes including Social Security, Medicare, and federal and state taxes.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of computational skills sufficient to verify calculations, balance accounts and prorate totals;  
Knowledge of payroll practices and procedures;  
Knowledge of contracts and rules governing the administration of salary plans;



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Knowledge of office practices necessary for interacting with staff and the public, processing work flow, and filing and retrieving information;

Knowledge of software packages for word processing to produce memos and letters, database management and spreadsheets to compile and produce lists and reports, and organize and maintain data;

Knowledge of automated payroll system to enter and retrieve information in a variety of formats;

Skill in operating office automation equipment to produce work accurately and efficiently;

Ability to work efficiently under strict time considerations;

Ability to enter and verify large quantities of records and information;

Ability to organize, maintain and extrapolate information from records;

Ability to learn and work within departmental guidelines and procedures;

Ability to direct and oversee the work of others;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

EITHER: (A) Associate's degree in Business, Finance, Accounting, or Bookkeeping and two (2) years of full-time paid work experience maintaining financial accounts and records, which involved the maintenance of payroll records;

OR: (B) Associate's degree and three (3) years of full-time paid work experience maintaining financial accounts and records, two (2) years of which involved the maintenance of payroll records;

OR: (C) Graduation from high school or possession of high school equivalency diploma and five (5) years of full-time paid work experience maintaining financial accounts and records, two (2) years of which involved the maintenance of payroll records;

OR: (D) An equivalent combination of education, training and experience as defined by the limits of (A) through (C) above.

**NOTE:** Qualifying work experience in the maintenance of payroll records includes activities related to processing payroll, deductions, garnishments, retirement calculations and related activities. Experience in tallying hours and data entry will NOT be considered as qualifying experience.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION:** Competitive

**REVISION HISTORY:**