

PAYROLL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory and technical position responsible for coordinating the County payroll process and related duties such as recording employee benefit time, and handling New York State Employees Retirement transactions. It requires a good knowledge of the County's collective bargaining agreements in order to ensure compliance in connection with timely and appropriate salary adjustments. Work is performed under general supervision. Supervision is exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

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

1. Supervises and participates in the preparation of the County payroll;
2. Supervises and participates in the maintenance and control of payroll records;
3. Verifies time and attendance reports and authorizes payroll;
4. Revises payroll as necessary to reflect personnel changes and contractual requirements as authorized by the appropriate authority;
5. Distributes paychecks;
6. Responsible for proper implementation of payroll deductions including normal withholding and such deductions as garnishments, IRS levies, support payments, etc.;
7. Comments on impact of possible contract provisions in support of contract negotiations;
8. Enrolls employees in the NYS Retirement System, and arranges the payment of benefit time upon retirement.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of municipal accountkeeping; thorough knowledge of business arithmetic; thorough knowledge of the principles and techniques of supervision; good knowledge of the uses and limitations of large automated payroll system; ability to establish and maintain satisfactory working relationships with others, including the public; ability to communicate effectively, both orally and in writing; ability to follow complex oral and written directions; ability to deal with persons from a variety of socioeconomic backgrounds, especially in potentially volatile situations; ability to efficiently organize complex work; mathematical aptitude; patience; tact; courtesy; accuracy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Business, Finance, Accounting, or Bookkeeping and two (2) years of full-time work experience in the oversight, review, and preparation of large automated payrolls;
- OR: (B) Bachelor's degree and three (3) years of full-time work experience in the oversight, review, and preparation of large automated payrolls;
- OR: (C) Associate's degree in Business, Finance, Accounting, or Bookkeeping and four (4) years of full-time work experience in the oversight, review, and preparation of large automated payrolls;
- OR: (D) Associate's degree and five (5) years of full-time work experience in the oversight, review, and preparation of large automated payrolls;

PAYROLL SUPERVISOR (cont'd)

MINIMUM QUALIFICATIONS: (cont'd)

- OR: (E) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time work experience in the oversight, review, and preparation of large automated payrolls;
- OR: (F) An equivalent combination of education, training and experience as defined by the limits of (A) through (E) above.

NOTE: "Large automated payroll" is defined as one which issues pay to 150 or more employees.

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ADOPTED: 04/10/84 REVISED: 07/01/91 09/05/08 10/01/20