

PAYROLL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating all payroll activities for which the Commissioner of Finance has been charged with. Direct supervision is provided, when necessary, by the Commissioner of Finance or the Deputy Commissioner of Finance. The employee is allowed considerable latitude in the performance of assigned duties. The employee has supervisory responsibility over all lower level employees assigned to the payroll function. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Participates in and coordinates payroll functions on both a current and long term basis with the Data Processing Department, Personnel Department and all county department payroll clerks;

Develops and documents payroll procedures to be followed by all payroll clerks, including developing a manual for the County's payroll system;

Participates in the decision making process that guides the integration of the payroll system with the data processing, accounting and personnel functions;

Supervises, trains and assigns tasks to the staff of the Payroll Unit and develop schedules for the completion of tasks;

Researches and corrects problems as they occur with the employee payroll master files;

Researches new features of the payroll system, including testing and implementation, to determine the benefit to the County;

Sets up payroll edit, pay and supplemental runs; and checks output for errors;

Resolves payroll processing problems on an on call basis;

Balances payroll system files, including individual tax and earnings records, monthly and quarterly reports, and W-2s to the County's accounting records;

Writes letters and memorandum as needed to request assistance, answer questions, document meetings, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of laws, rules and regulations pertaining to payroll functions, thorough knowledge of modern methods of payroll administration; thorough knowledge of financial record keeping practices and procedures; good knowledge of data processing applications in payroll processing; ability to coordinate the activities of a multi-departmental team toward the goal of implementing a modern payroll system; ability to supervise and train employees in payroll procedures; ability to prepare written material; ability to design payroll forms and reports; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelors Degree in Accounting or substantially similar field from a regionally accredited or New York State registered college or university including or supplemented by 12 semester credit hours in accounting and four (4) years of full-time paid or it's part time equivalent, experience performing payroll activities; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting of substantially similar field including or supplemented by 12 semester credit hours in accounting and five (5) years of full-time paid or it's part-time equivalent, experience performing payroll activities; **OR**
- C. High school-graduation, of possession of a high-school equivalency diploma, and six (6) years of full-time paid, or it's part-time equivalent, experience performing payroll activities, three (3) years of which has been in a supervisory capacity; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY
4690 PAY COORD
Classification: Competitive
Grade: 15
Union: CSEA

Adopted: December 31, 1987
Revised: December 27, 2007
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