

## **PAYROLL MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for overseeing payroll functions conducted in the office of the Commissioner of Finance. The work is carried out in accordance with professional accounting principles and procedures with leeway allowed the conduct of day to day work responsibilities. Work is performed under the general direction of a higher level employee or officer. Supervision is exercised over the work of subordinate employees. 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.

Oversees all aspects of the generation of county payrolls for county employees;

Develops and documents payroll procedures;

Oversees the collection and processing of time and attendance data, deductions and other payroll related functions;

Participates in the calculation, compilation and preparation of the county annual financial report and other financial reports and official financial statements;

Participates in the development, implementation and enhancement of the county's financial management system;

Participates in the integration and coordination of county human resource functions, such as payroll, personnel, civil service and employee benefits;

Participates in the development of integrated applications within the county financial management and human resources system.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles and practices of automated payroll administration; thorough knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices; thorough knowledge of methods used in keeping financial accounts and records; good knowledge of modern fiscal terminology, practices and procedures; good knowledge of the principles and practices of supervision; working knowledge of agency affairs related to fiscal management; ability to prepare complete and accurate financial statements and reports; ability to plan and supervise the work of others; ability to get along well with others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's Degree in Accounting and four (4) years of full-time paid experience in a position involving responsibility for performing and supporting payroll duties and functions.

**Note:** Your degree or college credits must have been awarded or earned 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY  
4697 PAY MGR  
Classification: Competitive  
Union: UCSA  
MGT

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