

PAYROLL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for performing specialized payroll related duties. The work entails a high degree of initiative and independent judgment as well as thorough attention to detail. Supervision is exercised over the work of subordinate personnel involved in 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.

Verifies employees' net earnings for pay period based on salary deductions;

Reviews payroll register to verify appropriate changes are made;

Prepares copy of retirement payroll for certification;

Maintains records and reports all payroll deductions and distribution;

Compiles payroll data, prepares and checks payrolls;

Sends copy of payroll to Civil Service for certification purposes;

Verifies year to date totals and notifies computer center of corrections;

Schedules regular and special payroll runs;

Devises labor cost accounting procedures for departments in cooperation with the accounting department;

Ensures adequate data entry facilities and equipment are available for payroll use and coordinates the keying of all payroll data;

Prepares annual salary and hourly rate tables with the advice of the Personnel Department;

Assigns deduction priorities and defines deduction schedules;

Devises the content and format of payroll forms and reports;

Ensures that the payroll system interfaces properly with other automated systems;

Corrects payroll errors;

Reviews edit reports to identify errors in payroll input and takes necessary corrective action;

Maintains up to date knowledge of the payroll system by reading manuals and attending training sessions;

Defines the content of payroll records and files;

Coordinates electronic fund transfers to implement direct deposits;

Conducts payroll information and training sessions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the laws, rules and regulations pertaining to payroll; thorough knowledge of modern methods of payroll administration; good knowledge of financial record keeping practices and procedures; good knowledge of data processing applications in payroll processing; ability to prepare written and statistical reports; ability to coordinate the activities of others; ability to design payroll forms and reports; ability to train employees in payroll procedures; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's 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; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting or substantially similar field including or supplemented by 12 semester credit hours in accounting and two (2) years of full-time paid, or it's part-time equivalent, experience performing payroll activities; **OR**
- C. High school graduation, or possession of a high school equivalency diploma, and four (4) years of full-time paid, or it's part-time equivalent, experience performing payroll activities, one year 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
4700 PAY SUPV
Classification: Competitive
Grade: 13
Union: CSEA

Revised: September 23, 1987
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