

## PAYROLL/ PERSONNEL SPECIALIST (BOCES)

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performing specialized payroll/ personnel related duties. The work is carried out in accordance with established procedures and involves responsibility for the smooth integration and maintenance of payroll and personnel functions. Work is performed under the general supervision of a higher level employee with leeway allowed for independent judgment. 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.

Compiles payroll data, prepares and checks payrolls;

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

Reviews payroll register to verify appropriate changes are made;

Assigns deduction priorities and defines deduction schedules;

Maintains accurate records and reports all payroll deductions, errors and omissions;

Prepares records and reports for distribution;

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

Resolves payroll processing problems on an on call, as needed, basis;

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

Assists in the development of payroll forms and reports in conjunction with the finance and personnel departments;

Prepares retirement payroll for certification;

Sends payroll to Ulster County Civil Service for certification;

Prepares letters and memoranda, documents meetings, answers questions and provides information on various matters;

Attends trainings, seminars, etc., to keep informed of modern payroll/ personnel system methods;

May perform other duties as directed by the Assistant Superintendent for Business.

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

Good knowledge of the laws, rules and regulations pertaining to payroll/ personnel; good knowledge of financial record keeping practices and procedures; good knowledge of data processing applications in payroll/ personnel processing; good knowledge of office terminology, procedures and equipment; ability to make arithmetic computations quickly and accurately; ability to prepare written and statistical reports; ability to design payroll forms and reports; ability to understand and carry out oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness; a high degree of accuracy; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or higher level degree which includes or is supplemented by twelve (12) semester credit hours in Accounting; and one year of full-time paid or its' part-time equivalent experience performing payroll and/ or related accounting activities; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree which includes or is supplemented by twelve (12) semester credit hours in Accounting; and three (3) years of full-time paid, or its' part-time equivalent experience performing payroll and/ or related accounting activities; **OR**
- C. Graduation from high school, or possession of a high school equivalency diploma, and five (5) years of full-time paid, or its' part-time equivalent experience performing payroll and/ or related accounting activities; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY  
4698 PAY PER SP  
Classification: Competitive  
OA

Adopted: December 13, 1999