

Department: Treasurer

SPEC

Classification: Competitive

DISK B7

Grade: 7 M/C

DOCUMENT 72

PAYROLL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The Payroll Specialist is responsible for coordinating payroll activities of data control, bi-weekly payroll processing and reconciliation with the agencies departments. The incumbent is responsible for reporting to various retirement systems to ensure proper payment and member crediting and monitoring of input sheet processing and payroll verification. The work involves professional contact with outside agencies i.e. retirement systems, banks and government agencies. The work is performed under the general supervision with leeway allowed for the exercise of independent judgement. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Coordinates payroll activities with various departments;
Assures compliance of payroll processing with Federal, State and Local laws;
Monitors input sheet processing;
Prepares reports to employee and government agencies and prepares all forms required by law (including but not limited to W-2 Federal wage reporting);
Monitors retirement systems to ensure proper crediting and payment;
Builds working relationships with internal contacts and administrative staff as well as external contacts (government agencies, retirement system providers, banks).

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES :

Thorough knowledge of modern methods used in payroll, payroll tax and withholdings;
Through knowledge of payroll tax deposits;
Thorough knowledge of payroll processing techniques;
Good knowledge of computer software applications;
Ability to communicate effectively both orally and in writing;
Ability to formulate logical decisions;
Ability to plan and schedule work assignments;
Ability to meet stringent deadlines;
Skill in mathematical computations;
Interpersonal skill in relation to internal and external contacts;
Self- motivated;
Cooperative;
Dependable;
Physical condition commensurate with the demands of the position.

Payroll Specialist cont.

MINIMUM QUALIFICATIONS:

A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in Business Administration, Accounting, Finance or closely related field maintaining payroll records; OR

B) Graduation from a regionally accredited or registered New York State college or university with an Associate's degree in Business Administration, Accounting, Finance or related field and three years experience as described in A); OR

C) Graduation from high school or possession of an equivalency diploma and five years experience as described in A) above; OR

D) An equivalent combination of training and experience as described by the limits of A), B) and C).

Created
12/26/2002