

PAYROLL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The Payroll Supervisor coordinates, directs and reviews payroll activities to ensure proper payroll processing which is a biweekly process. This includes supervision of a small staff and review, coordination and instruction of all payroll personnel resident in all Departments as well as data processing personnel. The work involves update implementation, maintenance of parameter tables and similar tasks inherent with the management of a computerized payroll system. Reconciliation of the biweekly payroll is performed. This includes monitoring data input sheets and payroll data verification. Reports are generated to provide necessary information. Reconciliation to general budget ledger information is performed. Professional contact with outside agencies include retirement systems to ensure proper payment and member crediting as well as local financial institutions and State and Federal Agencies for the purpose of earnings and tax reporting. The Payroll Supervisor functions under the general supervision of the Commissioner of Finance or College Comptroller. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Directs and supervises payroll activities ensuring proper disbursement to employees as well as outside agencies;
Coordinates payroll activities of all County departments;
Coordinates end of year payroll process including necessary adjustments to end of year W-2 wage file;
Implements updates to and maintains software system (Human Resources System);
Assures compliance of payroll processing with Federal, State and Local laws;
Monitors data input sheet processing;
Prepares reports to employee and governmental agencies including all necessary forms and information required by law (including but not limited to W-2 Federal wage reporting);
Monitors retirement system reporting, ensuring proper employee crediting and payment;
Builds working relationships with internal contacts and administrative staff as well as external contacts (government agencies, retirement system providers, financial institutions);
Reconciles payroll information in the County's general ledger;
Prepares work files and summary reports on activity for Commissioner;
Processes and records disability benefits issued; coordinates with third party disability carrier to ensure proper recording and payment for employees on disability;
Supervises the account keeping activities of subordinate employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used payroll, payroll tax and withholdings;
Thorough knowledge of payroll tax deposits;
Thorough knowledge of payroll processing techniques;
Good knowledge of the principles and procedures used in accounting and bookkeeping;
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;

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 or Finance or closely related field and one year of full time paid supervisory experience maintaining payroll accounts and 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 maintaining payroll accounts and records, one of which included supervisory responsibility; OR
- C) Graduation from high school or possession of an equivalency diploma and five years experience maintaining financial accounts and records one of which included supervisory responsibility; OR
- D) An equivalent combination of training and experience as indicated within the limits of A), B) and C).