

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Adopted: 02/14/2024

SUPERVISING PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is high level technical payroll work which primarily involves responsibility for the processing of payroll data and computerized records requiring a high degree of accuracy. Work is performed in accordance with prescribed procedure under the general supervision of an administrator and involves meeting strict deadlines. Duties include responsibility for managing accurate and timely payroll processing, ensuring compliance with tax laws, garnishment procedures, and other regulations. The incumbent assists in ensuring that bargaining unit requirements relative to appropriate salaries and rates of pay are upheld. Supervision may be exercised over clerical or payroll personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers the distribution, correction and reconciliation of the bi-weekly payroll and the reporting and disbursement to Federal and State agencies;
Computes gross wages and posts wage data to payroll records;
Prepares a list of all changes (i.e., pay, new hires, deductions, etc.) occurring each payroll;
Proves gross payroll totals after changes have been processed;
Coordinates payroll reports with the data processing section;
Operates computer using specialized payroll software;
Acts independently to resolve all payroll inconsistencies in a timely and accurate fashion;
Manages quarterly and year-end activities including wage reconciliation and W-2 production;
Prepares bank deposits and breakdowns on payrolls as to proper amounts for State Tax, Federal Tax, Social Security, Bonds, Group Insurance and Union Dues;
Prepares salary information for Workers' Compensation and Disability Forms;
Prepares various reports such as Retirement, Social Security, Federal Withholding, State Withholding, Hospitalization, Group Insurance, Union dues and agency fees, NYS Department of Labor, Disability, Credit Union, etc.;
Works integrate data to ensure best overall organizational practices;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Operates a check-signing machine;
May do incidental typing;
May distribute pay checks;
Performs a variety of related activities as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods and procedures of processing and preparing payroll records and accounts; good knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment; ability to operate a computer keyboard; ability to follow oral and written instructions; ability to make arithmetic computations rapidly and accurately, both manually and with a calculating device; ability to maintain payroll records and related reports; ability to plan and supervise the work of clerical employees engaged in payroll activities, if called for in the office organization.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree **AND** two (2) years of account clerical experience, one (1) of which must have been in a payroll department using an automated payroll system; **OR**
- (B) Possession of Associate's Degree **AND** three (3) years of account clerical experience, two (2) years of which must have been in a payroll department using an automated payroll system; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of account clerical experience, two (2) years of which must have been in a payroll department using an automated payroll system.

NOTES:

1. Degree(s) must have been awarded 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

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