

SENIOR PAYROLL TECHNICIAN

Code No.: 4-01-029

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a high level clerical position which involves responsibility for performing complex payroll tasks including maintaining and updating system tables, processing payroll accounting adjustments, preparing reports, authorizing payments of net pay and providing training and direction for lower level payroll employees. Employees of this class assume the responsibilities of the Payroll Supervisor in his/her absence. The Senior Payroll Technician works under general supervision from, and reports directly to, the Payroll Supervisor or a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Directs the payroll input activities from approved payroll authorizations or timecards;

Balances the biweekly payroll and authorizes payment of net pay;

Records payroll deductions and prepares all payroll reports;

Maintains system tables and calendars to insure accuracy of payroll;

Provides system training for the Payroll Technician;

Assigns daily payroll duties to the Payroll Technician;

Acts as Payroll Supervisor in his/her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office practices, procedures, and equipment; good knowledge of data processing systems and required as it relates to payroll; good knowledge of payroll procedures; good knowledge of internal checks and control; working knowledge of financial reporting and procedures for maintaining financial accounts; organizational skills; mathematical skills; ability to prepare statistical reports; ability to do basic computations; ability to train and direct the work of a lower level employee; ability to accurately maintain earnings, deduction and benefits tables and processing schedules; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with others; ability to operate standard office equipment; ability to operate data entry and peripheral equipment; clerical aptitude; good judgment; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

(A) Four years of paid full time or its part time equivalent experience in posting and maintaining simple financial, accounting or payroll records; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree (or sixty (60) college credits) plus, two (2) years of paid full time or its part time equivalent experience as defined in (A) above; OR,

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

(D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 26, 1987