

## **SENIOR PAYROLL CLERK**

Code No: 5-19-073  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a senior level clerical position responsible for the independent performance of payroll functions, maintenance of payroll records, and completion of various payroll reports. This position is distinguished from that of Payroll Supervisor by virtue of the lesser size of the department or agency, payroll operation and scope of responsibility for the supervision of, and the planning and review of, the work of a clerical staff. The employee reports directly to, and works under the general supervision of a higher level staff member. General supervision may be exercised over a clerical staff. 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.)

Oversees agency payroll and timesheets including performing various calculations and recalculations, entering time and payments, making adjustments, running and reviewing error, verification, and change reports, and running distribution reports;

Maintains up-to-date payroll data by entering new hire information or changes for each employee such as name, salary, and deductions for dues, savings or retirement;

Maintains employee payroll records;

Reviews computerized payroll printouts to identify payroll problems and discrepancies, including wage rates, incorrect or missing authorizations and additional or missing time cards;

Assembles information for State, Federal and Social Security reports;

Reviews employee payroll checks for accuracy;

Responds to employees' questions concerning payroll, paychecks, deductions, etc.;

Calculates payroll adjustments;

Calculates employee payoff checks;

Reviews unemployment insurance claims and provides necessary information;

Assists administrators with budget projections, and in updating spreadsheets and establishing reports for labor negotiations, completing state aid forms, responding to freedom of information requests, and projecting expenditures;

Provides payroll information to auditors.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office practices, procedures and equipment; good knowledge of payroll procedures; good knowledge of proper payroll procedures; good knowledge of computer database systems; ability to understand and interpret payroll policies and procedures; ability to review computerized printouts and make necessary corrections; ability to establish and maintain effective professional relationships; ability to operate a calculator and other office equipment; ability to perform required mathematical functions and make accurate arithmetic computations; ability to organize and maintain payroll records; ability to perform routine budget and expenditure projections;

ability to communicate well both orally and in writing; ability to perform duties in a confidential, accurate manner; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Five (5) years paid full-time or its part-time equivalent experience posting financial or accounting records, or entering and editing data on payroll records; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting or Finance plus three (3) years 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 an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B) -(C) and (D) above.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

**ADOPTED:** August 7, 2008

**REVISED:** January 9, 2020