

PAYROLL SUPERVISOR-MCC

Code No. 3-01-055

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important position which involves coordinating and supervising the activities of the payroll section of a large agency, organization or institution. This employee plans processing schedules to insure a timely flow of information for payroll production and reporting. The Payroll Supervisor works under general supervision from, and reports directly to, the Controller. General supervision is exercised over a Senior Payroll Technician and a Payroll Technician. 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):

Supervises the activities of the payroll section;

Maintains and balances the payroll subsidiary ledger;

Prepares and verifies all monthly payroll journal entries for general ledger posting;

Prepares and balances quarterly tax returns for F.I.C.A. and federal tax withholding;

Codes and processes all payroll input received by established deadlines;

Balances each payroll to control totals prior to payment;

Balances gross payroll;

Balances and controls all deduction accounts;

Updates and completes correction processing as required;

Insures timely payment of all deduction accounts;

Audits monthly Board minutes to insure payroll update;

Maintains employee earnings records on the system for the retirement system's fiscal year, college year and calendar year.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of federal tax returns and F.I.C.A. tax policies and procedures; good knowledge of office procedures, practices and equipment; good knowledge of data processing systems and procedures as it relates to payroll; good knowledge of payroll procedures; good knowledge of internal checks and control; good knowledge of financial reporting and procedures for maintaining financial accounts; organizational skills; mathematical skills; ability to balance a payroll ledger; ability to follow complex oral and written directions; ability to work with detailed material; ability to prepare statistical reports; ability to do basic computations; ability to supervise and evaluate the work of lower level employees; ability to supervise the

maintenance of 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) Five (5) years of paid full time or its part time equivalent* experience in posting and maintaining simple financial, accounting or payroll records, one (1) year of which shall have involved senior level work; 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 three (3) years of paid full time or its part time equivalent* experience in posting and maintaining simple financial, accounting or payroll records; 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, plus one (1) year of paid full time or its part time equivalent* experience in posting and maintaining simple financial, accounting or payroll records; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Senior level work is defined as providing training and direction to lower level payroll staff. This is only required where no college level training has been attained.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

REVISED: March 26, 1987