

## PAYROLL SUPERVISOR

Code No.: 910161  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position responsible for supervising and participating in the operations of a large scale automated payroll system for a municipality or other civil division. Employees engage in the preparation of automated payrolls, resolve departmental payroll problems and complete various related reports. The employee reports directly to and works under the general supervision of a senior-level staff member. General supervision is exercised over a clerical support 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:)

Directs the preparation of automated municipal payrolls;

Plans, assigns and supervises the work of a clerical staff;

Administers various deduction programs, such as withholdings, hospitalization premiums, union dues, savings and credit union dues;

Prepares quarterly tax reports;

Implements wage increases and other contractual changes;

Reconciles year-end reports in order to produce W-2's;

Maintains separate reporting requirements for various government agencies;

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

Distributes adjusted payroll registers to various departments for final review before submission to Civil Service;

Trains clerical staff and various departmental payroll staff in automated payroll procedures;

Balances withholdings each payroll period and prepares monthly employee withholding statements;

Oversees the timely payment of Federal and State withholdings;

Prepares employee earnings report for New York State Retirement system;

Verifies employee time banks and earnings for various governmental agencies such as New York State Employment Service and the Internal Revenue Service;

Determines payroll section budget needs, including personnel, material and equipment and submits budget requests.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of payroll procedures; good knowledge of data processing applications for payroll; good knowledge of accounting practices and procedures; good knowledge of current New York State and Federal payroll tax regulations; good knowledge of current labor laws; ability to plan, assign and supervise a clerical staff; ability to understand and interpret payroll policies and procedures; ability to communicate effectively; ability to work under pressure of deadlines; ability to identify and resolve departmental payroll problems; ability to review data processing printouts and make necessary corrections; accuracy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from high school or possession of a high school equivalency diploma, plus six (6) years of paid full-time or its part-time equivalent experience involving posting and maintaining simple financial or accounting records, two (2) years of which shall have been in payroll preparation using an automated system; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Business Administration with a major in Accounting, or Data Processing, plus four (4) years of experience as stated in (A), two (2) years of which shall have been in payroll preparation using an automated system; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Administration with a major in Accounting, Finance, Economics or Data Processing, plus two (2) years of full-time or its part-time equivalent experience in payroll preparation using an automated system; OR,
- (D) Any equivalent combination of training and experience defined by the limits of (A), (B) and (C) above sufficient to indicate ability to do the work.

**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 11, 1976

REVISED: August 12, 1982

REVISED: April 13, 1994