

PAYROLL SYSTEMS SPECIALIST

Code No: 4-05-200
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized clerical position responsible for assisting in the development and implementation of payroll computer generated programs and systems related to payroll and personnel record keeping. Employees engage in the maintenance of personnel and payroll records, and train payroll staff in automated payroll procedures. The employee reports directly to and works under the general supervision of an administrative employee. Does related work as required.

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

Assists in the development and implementation of new or modified payroll computer generated programs and systems related to payroll and personnel record keeping activities;

Maintains payroll and personnel records on an automated data entry system(s);

Notifies and communicates with proper contact person(s) to resolve computer downtime, and program discrepancies;

Communicates payroll discrepancies and responds to inquiries made by various departments and personnel;

Reconciles various deductions programs, such withholding, union dues, hospitalization premiums, savings and credit union dues, etc.;

Assists in the reconciling and filing of bi-weekly, monthly, quarterly and year end tax filing reports;

Posts bi-weekly totals of pay and deductions to appropriate accounts;

Maintains personnel files;

Tracks vacation and personnel leave time requests;

Trains payroll staff in automated payroll procedures;

Prepares and compiles data for surveys and computer generated reports;

Performs various other office duties as requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office practices, procedures, and computer software programs; good knowledge of payroll procedures; good knowledge of data processing applications for payroll; ability to make accurate arithmetic computations; ability to use a calculator; good oral communication skills, mathematical skills; ability to work independently; accuracy; good judgement; tact; physical condition commensurate with the demands of the position.

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

- (A) Three (3) years of paid full-time or its part-time equivalent experience in payroll preparation using an automated system; OR,
- (B) Three (3) years of paid full-time or its part-time equivalent experience posting and maintaining financial, accounting, or payroll records utilizing an automated system; OR,
- (C) Graduation from a regionally accredited or New York State college or university with an Associate's degree in Accounting, Finance, or Business Administration, plus one (1) year of experience as described in (A) or (B) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: 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 position.

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

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: July 9, 1998
REVISED: January 6, 2000