

COUNTY PAYROLL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the coordination and control of an automated payroll system for over twelve hundred (1200) employees in county government. An incumbent also assists the Human Resource Director in the administration and formulation of payroll-related policies and procedures. The work is performed under general supervision. Supervision may be exercised over subordinate employees engaged in payroll and clerical work. A County Payroll Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Directs recording of new or changed pay rates in computer files;
- Directs compilation and preparation of other payroll data, such as pension, insurance, deferred compensation, and credit union payments;
- Reviews and approves payroll deductions;
- Reviews payroll to ensure accuracy;
- Prepares and analyzes extrapolations of proposed salary, retirement, and other employee benefit costs for purposes of management analysis during collective bargaining, acting as part of the management negotiating team;
- Processes confidential back pay awards or settlements resulting from litigation, arbitration, or mutual agreements involving labor relations issues;
- Processes fines levied against unsuccessful grievants or settlements in disciplinary matters pursuant to the collective bargaining agreements;
- Ensures the proper implementation, compliance, and application of the Federal Labor Standards Act and applicable state labor and Retirement System Laws and Regulations;
- Oversees the examination of data for discrepancies to correct errors, and reconciles data to insure accuracy at various stages of processing;
- Oversees the processing of payroll checks;
- Responsible for overseeing the generation of various payroll related reports such as: overtime, comp-time, benefit summary, and part-time employment reports;
- Oversees the preparation of various federal, state and, local payroll reporting requirements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Generally Accepted Accounting Principles and the Uniform System of Accounts For Counties relating to the County payroll; good knowledge of office terminology, procedures, and equipment; good knowledge of the application of major types of electronic data processing equipment to accounting and statistical problems; working knowledge of systems analysis applicable to computer programming and equipment operation; ability to make complex arithmetic computations accurately; ability to analyze and organize complex data and to prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to develop effective working relationships and deal effectively with the public, subordinates, and other work contacts; integrity and good judgement in solving complex account-keeping and payroll problems; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- A.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Mathematics, Business Administration, Computer Science, Economics, or a closely related field and three (3) years of full time, or its equivalent part-time, experience in payroll processing, accounting, or auditing; OR
- B.) Graduation from a two-year college with at least an Associate's Degree in Accounting, Mathematics, Business Administration, Computer Science, Economics, or closely related field and five (5) years of full time, or equivalent part-time, experience in payroll processing, accounting, or auditing; OR
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full time, or equivalent part-time, experience in accounting, or auditing which must have included at least three (3) years of experience in computer payroll processing.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/27/03