

Payroll Specialist (Nursing Homes)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the coordination, control and processing of an automated payroll and time and attendance system in the Department of Nursing Homes. An incumbent also performs a variety of clerical and other tasks related to payroll and personnel administration. The work is performed under general supervision. A Payroll Specialist (Nursing Homes) does related work as required.

TYPICAL WORK ACTIVITIES:

- Records new pay rates and changes in pay rates in computer files;
- Maintains accurate payroll and personnel records in automated payroll and time and attendance systems;
- Processes a variety of payroll related requests such as: vacation, holiday and paid-time off buyout requests;
- Tracks employee benefit time ensuring adequate balances and proper use of such;
- Instructs schedulers, supervisors and employees in the proper use of time and attendance system;
- Processes a variety of workers compensation reports including: Incident reports, C-2's, C-11's, C-240's and requests for reimbursement;
- Processes employee, and non-employee identification badges for use in door access and automated time keeping system;
- Process monthly and yearly financial reports related to payroll for the Nursing Home Controller and County Treasurer;
- Prepares a variety of records and reports related to payroll, benefit accrual, attendance, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: 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 supervisors, employees 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: Graduation from high school or possession of a high school equivalency diploma or three (3) years of clerical experience involving the maintenance and checking of financial accounts or records.

NOTE: Study at a regionally accredited or New York State registered college or university which includes fifteen (15) semester credit hours in accounting may be substituted for two (2) years of the required experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: September 24, 2009