

Jurisdictional Class: Competitive
Adopted: November 21, 2013
Revised:

SENIOR PAYROLL/PERSONNEL ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work with a high level of responsibility for the preparation and maintenance of payrolls for departments of a municipality in accordance with prescribed standards and procedures. The work also involves responsibility for assisting in the administration of benefit programs and various phases of personnel functions for the municipality. The work entails a high degree of accuracy, attention to detail, and computational skills. Work is performed under general supervision with leeway allowed for independent judgment in matters for which office procedure and policy have been established and on standard assignments within narrow time constraints. Supervision may be exercised over the work of subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Performs various phases of human resource, personnel and benefit administration, coordination, and maintenance including health insurance, sick leave bank, flexible spending plans, deferred compensation, leave time, health insurance buyouts, retirement benefits, and other related benefits/programs including the organization of enrollment activities related to each;
- Assists new employees with orientation and enrollment of benefit programs and required paperwork for payroll system;
- Assists in the training of personnel on various benefits, affirmative action procedures, personnel functions, computerized payroll time-keeping system, and other required issues;
- Assists employees and department heads with questions regarding personnel issues and contract interpretation and benefits;
- Assists in compilation of documentation required by Civil Service for payroll certification;
- Assists in Worker's Compensation activity tracking and reporting;
- Prepares and submits OSHA Log of Work-Related Injuries and Illnesses;
- Prepares supplemental claim forms for approved disability 207A employees;
- Reviews a variety of documents such as claim forms, vouchers, bills, requisitions, purchase orders, and other materials to determine eligibility for payment;
- Audits accounts payable checks and invoices for mailing;
- Coordinates the receipt, verification, and upload of departmental payroll and reviews for accuracy;
- Processes biweekly/weekly computerized payrolls including gross and net figures, retirement loans, garnishees, tax sheltered annuities, routine deductions, etc. for all employees, and balances preliminary and final printout;
- Adjusts payroll salary figures for individual employees based on hours worked;
- Enters payroll information on computer or computer sheets for check preparation;
- Processes payroll information regarding applicants for unemployment benefits to the New York State Employment Service;
- Operates computer, computing, calculating, and other office machines in relation to payroll activities;
- Makes appropriate payroll changes regarding deductions;
- Updates IRS tax table charts, NYS withholding tax tables, and Social Security tax rates for payroll purposes;
- Verifies hours and related salaries of employees;
- Adjusts annual salaries for employees based on contract provision;
- Processes a variety of transactions involving deduction changes such as retirement, health insurance, social security, etc;
- Updates accruals for all employee entitlements and administers time and attendance system processing for hourly, vacation, sick time, overtime, and other exception pay;

Senior Payroll/Personnel Associate

Processes quarterly tax and wage reports to State and Federal government and monthly report for retirement system;
Prepares a variety of records and reports related to the payroll process;
Processes W-2's and end-of-year reporting;
Prepares and submits EEO-4 reports;
Performs daily collection activity reconciliation, reconciles daily cash collection activity against computerized balances, processes daily remote depositing of checks and prepares manual deposits of cash items;
Answers telephone and written requests from employees concerning payroll and related personnel matters;
Answers questions from the public regarding routine departmental operations and policies;
Maintains and prepares letters, forms, and a variety of detailed reports and records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of financial accounts and record keeping;
Good knowledge of modern methods used in maintaining and reviewing payroll accounts and records;
Good knowledge of proper techniques of public personnel administration;
Good knowledge of office terminology, procedures, and equipment;
Good knowledge of business math and English;
Knowledge of principles and practices of benefits administration;
Knowledge of New York State Civil Service Law and Clinton County Civil Service Rules and Regulations;
Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;
Ability to perform close, detailed work involving considerable visual effort, concentration, and computational skills;
Ability to analyze and organize data and prepare and maintain detailed records and reports;
Ability to make arithmetical computations accurately;
Ability to accurately handle large sums of money;
Ability to understand and follow complex oral and written instructions;
Ability to write legibly;
Ability to establish and maintain effective working relationships with others and to deal effectively with the public;
Clerical aptitude;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Personnel, Accounting, or closely related field and two (2) years of experience involving the computerized preparation and maintenance of payrolls or other financial accounts and records and one (1) year of experience in personnel work; or
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience involving the computerized preparation and maintenance of payrolls or other financial accounts and records and one (1) year of experience in personnel work; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: A Bachelor's Degree or higher in Accounting can be substituted for the two years of payroll or financial accounts and records experience in (a) above, but you must have one (1) year of experience in personnel work. A Bachelor's Degree or higher in Personnel Administration or Business Administration can be substituted for the one year of experience in personnel work in (a) above, but you must have two (2) years of experience involving the computerized preparation and maintenance of payrolls or other financial accounts and records.