



CITY OF ALBANY  
HUMAN RESOURCES  
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**PLEASE POST CONSPICUOUSLY**  
October 23, 2019

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

**Payroll Administrator**  
**Department of Administrative Services**  
**Payroll**

The **Department of Administrative Services- Payroll** has one (1) vacancy for the position of **Payroll Administrator** at a rate of **\$38,493/year @ 37.5 hours/week**.

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. on **Wednesday, November 20, 2019**.

**EFFECTIVE 2/26/15 LOCAL LAW F – 2014**

***Section 62-1 of Chapter 62 of the Code of the City of Albany.***

*D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.*

**PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL**  
**WEDNESDAY, NOVEMBER 20, 2019**  
**An Equal Opportunity /Affirmative Action Employer**

## **PAYROLL ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general direction, the incumbent is responsible for all aspects of payroll processing to ensure compliance with Federal, State and local laws which involves working with departmental payroll clerks to assist in the accurate completion of payroll records. The incumbent must maintain accurate accounting records of all transactions and performs related work as necessary for the efficient fiscal functions of the City. Confidentiality is essential. Supervision of others is not typical of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Receives and processes payroll information and timesheets from City departments;
- Verifies the accuracy of payroll forms for various personnel transactions;
- Verifies accuracy of weekly payroll reconciliation to manual and computer produced reports;
- Oversees garnishee records and accounts;
- Enters and retrieves information in an automated information system;
- Enters payroll information and accrued benefits into computer system;
- Runs final payroll and prints checks after all data is verified;
- Sorts and distributes payroll checks;
- Prepares and submits all required payroll reports;
- Oversees all payroll deductions and submissions;
- Does related work as required.

### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of payroll procedures;
- Good knowledge of data processing applications for payroll;
- Good knowledge of office practices and procedures;
- Good knowledge of computer software programs;
- Working knowledge of English, spelling and arithmetic;
- Good oral communication skills;
- Ability to use a calculator;
- Ability to deal calmly and effectively with co-workers and the public;
- Ability to work independently;
- Accuracy;
- Good judgment;
- Reliability;
- Thoroughness;

- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree (or higher) in business administration or accounting and (2) years of full-time paid clerical experience which shall have included full cycle payroll processing, **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid clerical experience which shall have included full cycle payroll processing