

DIRECTOR OF PAYROLL & PROCUREMENT

DISTINGUISHING FEATURES OF THE CLASS: The Director coordinates, directs and reviews payroll activities to ensure proper payroll processing which is a weekly process. This includes supervision of a small staff and review, coordination and instruction of all payroll personnel resident in all Departments as well as data processing personnel. The work involves update implementation, maintenance of parameter tables and similar tasks inherent with the management of a computerized payroll system. Reconciliation of the weekly payroll is performed. This includes monitoring data input and payroll data verification. Reports are generated to provide necessary information. Reconciliation to general budget ledger information is performed. Professional contact with outside agencies include retirement systems to ensure proper payment and member crediting as well as local financial institutions and State and Federal Agencies for the purpose of earnings and tax reporting. The Payroll Director functions under the general supervision of the Commissioner of Admin Services.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs and supervises payroll activities ensuring proper disbursement to employees as well as outside agencies;
- Coordinates payroll activities of all County departments'
- Coordinates end of year payroll process including necessary adjustments to end of year W-2 wage file;
- Implements updates to and maintains software system (ERP)
- Assures compliance of payroll processing with Federal, State and Local laws;
- Monitors data input processing;
- Prepares report to employee and governmental agencies including all necessary forms and information required by law (including but not limited to W-2 Federal wage reporting);
- Monitors retirement system reporting, ensuring proper employee crediting and payment;
- Builds working relationships with internal contacts and administrative staff as well as external contacts (government agencies, retirement system providers, financial institutions);
- Reconciles payroll information in the city general ledger;
- Prepares work file sand summary reports on activity for Commissioner;
- Processes and records disability benefits issued; coordinates with third party disability carrier to ensure proper recording and payment for employees on disability;
- Solicits and reviews bids from vendors for a wide variety of commodities;
- Provides assistance concerning product information and specification details on contracts, equipment, supplies and vendor services;
- May plan or administer a computerized inventory control and purchasing system;
- Contacts users of central maintenance contracts and evaluates vendor reliability;
- Oversees and monitors the use of the automated purchasing system by both purchasing staff and departmental users;

- Receives and evaluates requisitions with departments in order to provide information regarding product availability, sources of supply quality, price, installation, maintenance requirements, delivery schedules and procurement regulations;
- May arrange for product demonstration by manufacturers and vendors on behalf of various departments;
- Supervises the account keeping activities of subordinate employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern methods used payroll, payroll tax and withholdings;
- Thorough knowledge of payroll tax deposits;
- Thorough knowledge of payroll processing techniques;
- Thorough knowledge of purchasing specifications, procedures and practices;
- Thorough knowledge of market trade conditions, business methods and current procurement policies;
- Thorough knowledge of the City's procurement policy;
- Good knowledge of the principles and procedures used in accounting and bookkeeping;
- Good knowledge of computer software applications;
- Good knowledge of computerized systems established for maintaining current inventory control records for purchasing practices;
- Good knowledge of the State's purchasing practices;
- Ability to adhere to state regulations governing purchasing practices of municipalities;
- Ability to communicate effectively both orally and in writing;
- Ability to formulate logical decisions;
- Ability to meet stringent deadlines;
- Skill in mathematical computations;
- Interpersonal skill in relation to internal and external contacts;
- Self-motivated;
- Cooperative;
- Dependable;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree (or higher) AND five years of full time paid experience in business, accounting, public administration, purchasing and procurement or a related field; OR
- B) Graduation from a regionally accredited or registered New York State college or university with an Associate's degree AND seven years of full time paid experience in business, accounting, public administration, purchasing and procurement or a related field; OR

- C) Graduation from high school or possession of an equivalency diploma and nine years of full time paid experience in business, accounting, public administration, purchasing and procurement or a related field; OR
- D) An equivalent combination of training and experience as indicated within the limits of A), B) and C).