

## **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