

## **PRINCIPAL PAYROLL ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision of the Director or their designee, the incumbent coordinates, supervises and assists in the performance of calculating, reviewing, verifying and posting complex payroll, timekeeping and personnel information with leeway allowed for the exercise of independent judgment in carrying out the details of the work. The Principal Payroll Administrator is responsible for inputting and auditing data regarding personnel, payroll and timekeeping into a manual and/or automated system. This position is distinguished from the Senior Payroll Administrator and Payroll Administrator by its supervision of staff and its responsibility for performing the more difficult work involved in the complex function or issues in a payroll unit. Supervision is exercised over lower-level payroll staff.

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

- Audits complex payroll and timekeeping information;
- Audits the input of payroll, timekeeping and personnel data into automated system to maintain accurate and up-to-date record-keeping;
- Analyzes and interprets computer output reports in order to respond to employees' payroll issues and discrepancies;
- Reviews and maintains a variety of automated reports such as promotions, increments and other related reports on a routing basis;
- Responds to due dates for time-limited actions and notifies supervisor or follow-up activities;
- Corrects record discrepancies;
- Responds to employee and departmental complaints/inquires, verbally and in writing, to resolve payroll transaction issues;
- Prepares forms, correspondence, inter-departmental memos, and all payroll related documents;
- Reviews routine payroll/personnel transactions to employee records and other related payroll personnel documents;
- Reviews files and recordkeeping systems to assure accurate and complete documentation of payroll/personnel transactions in original copy;
- Calculates and prepares all retroactive payroll payments including CBA payments;
- Prepares, reviews and submits monthly New York State Retirement reports and processes all related changes, edits and deletions ensuring timely and proper recordkeeping;
- Provides documentation and drafts recommendations for performance evaluations;
- Supervises lower-level payroll staff by training, evaluating, providing daily direction and verifying accuracy of work;
- Counsels/coaches lower-level payroll staff to resolve disciplinary problems;
- Performs related work as required.

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

- Comprehensive knowledge of the overall operations of a payroll/human resources department, including activities relating to wages, salaries, attendance, employee benefits, automated payroll system and other payroll/personnel transactions;
- Working knowledge of personal computers and office software/equipment;

- Ability to comprehend and interpret procedural and other information relating to payroll and personnel operations;
- Ability to supervise others;
- Ability to communicate clearly and effectively in routine and stressful situations;
- Ability to organize and maintain accurate records and files;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Accounting, Business Administration or a related field and four (4) years of paid, full-time experience (or its part-time equivalent) in preparing, calculating and maintaining in-house payroll records, with at least one (1) year being in a supervisory or leadership role; **OR**
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Accounting, Business Administration or a related field and six (6) years of paid, full-time experience (or its part-time equivalent) in preparing, calculating and maintain in-house payroll records, with at least three (3) years being in a supervisory or leadership role; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of full-time paid clerical experience which shall have included payroll processing or time and attendance record keeping, with at least five (5) years being in a supervisory or leadership role; **OR**
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above