

## **SENIOR PAYROLL ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision of the Director or their designee, the incumbent coordinates, and assists in the performance of calculating, reviewing, verifying and posting complex payroll, timekeeping and personnel information. The Senior Payroll Administrator is responsible for inputting data regarding personnel, payroll and timekeeping into a manual and/or automated system. This position is distinguished from the Payroll Administrator by its responsibility for performing the more difficult work involved in the complex function or issues in a payroll unit.

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

- Calculates, posts complex payroll and timekeeping information;
- Inputs 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;
- Generates, 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;
- Prepares and records routine payroll/personnel transactions to employee records and other related payroll personnel documents;
- Maintains records of pay rate changes;
- Receives, distributes and files payroll/personnel related reports;
- Maintains detailed files and recordkeeping systems to assure accurate and complete documentation of payroll/personnel transactions in original copy;
- Performs related work as required.

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

- Thorough 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 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 two (2) years of paid, full-time experience (or its part-time equivalent) in preparing, calculating and maintain in-house computerized payroll records; **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 four years of paid, full-time experience (or its part-time equivalent) in preparing, calculating and maintain in-house computerized payroll records; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and Ssix (6) years of full-time paid clerical experience which shall have included full cycle computerized payroll processing.

**Comment [AC1]:** I would add the word 'computerized' before payroll records

**Comment [AC2]:** Same comment as above

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