

DEPARTMENT: WHERE APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 18, 2004

SENIOR PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for maintaining the personnel and payroll records for a department of significant size. The incumbent directs and participates in the verification and processing of payrolls and personnel transactions. When assigned to the payroll division of the Niagara County Treasurer's Office, the incumbent is responsible for the processing of a bi-weekly computerized payroll for all county employees. The incumbent receives general supervision from a department administrator. Direct supervision is exercised over subordinate clerical staff involved in the payroll process. Considerable leeway is allowed for the exercise of independent judgment in completing the payroll process and for establishing related policies and procedures. This position differs from Payroll Clerk by the level of responsibility and/or the presence of supervisory responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Oversees and participates in the completion of payrolls, time cards and/or time and attendance reports and then verifies their accuracy;
2. Completes report of personnel change forms in accordance with Niagara County Civil Service Rules and inputs transactions into computerized Human Resource Management System;
3. Trains, supervises, and evaluates employees involved in the payroll process;
4. Submits required reports and forms for deductions including withholding tax, F.I.C.A., union dues, credit union, savings contributions, etc.;
5. Maintains and updates departmental personnel files, payroll reports, applications, earnings records, waivers, leave reports, vacancy report, seniority list, etc.;
6. Maintains and posts to journals and spread sheets;
7. Maintains and submits required reports for Health Care, Unemployment Insurance, F.I.C.A., New York State Retirement, and Workmen's Compensation;
8. Drafts and types appropriate correspondence regarding personnel and payroll matters;
9. Assists in budget preparation with regard to employees' salary and associated costs including step increases, longevity, contract raises, etc.;
10. Assigns routine clerical tasks related to payroll to subordinate staff and assists with more complex tasks or those that require decision making;
11. Prepares and verifies salary and employment information for the Social Security Administration, New York State Retirement, the IRS, etc.;
12. Completes, submits, and maintains necessary paperwork in accordance with Civil Service canvassing and certification procedures for departmental appointments;
13. When assigned to the payroll division of the Niagara County Treasurer's Office, processes a bi-weekly computerized payroll for all Niagara County employees; calculates and processes retro payments; maintains employee deduction, retirement, and benefits data; calculates and processes exit checks, special checks, etc; enters all data required to run these processes successfully; attends meetings; and attempts to trouble-shoot problems with the payroll system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of account keeping and office terminology, procedures and equipment; good knowledge of Federal and State forms along with the procedures and terminology associated with maintaining personnel records pertinent to payroll; ability to plan and supervise the work of others; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and follow complicated oral and written instructions; ability to develop effective working relationships; ability to complete clerical work with a high degree of accuracy; dependability; integrity and good judgment; mental alertness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status as a Payroll Clerk.

OPEN COMPETITIVE: Graduation from high school or possession of a high school equivalency diploma **and** four (4) years of full-time, paid general office experience that involved the maintenance of computerized financial records.