

PAYROLL SPECIALIST - TC-3 Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Labor Grade: 0

Approved: 4

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in accounting, business administration or a closely related field **AND** two years of full-time paid experience in payroll processing **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid experience in payroll processing; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for payroll processing, benefits allocation, retirement and tax reporting. The position also encompasses administration of computer operations related to payroll, fringe benefits, and deductions including financial reporting and statistical data maintenance. The Payroll Specialist collaborates with and provides direction to employees, department heads, and administration on a variety of issues. The work is performed under general supervision of the Director of Budget & Finance with wide latitude for independent judgment. Supervision of others is not generally a function of this class. The Payroll Specialist will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Receives, balances, and audits payroll timecards for all departments; Applies various contract provisions calculating paid and fringe time; Inputs payroll data to the computer system, edits, and troubleshoots payroll runs; Prepares various reports related to payroll: health insurance, vacation, sick, and personal time balances; Balances and reconciles employee health insurance balances and billings to payroll deduction records; Prepares departmental and agency vouchers; Processes payroll related payments to vendors; Prepares monthly state fiscal reports and payroll related reports including: unemployment insurance, health insurance, flex benefit program, State Insurance fund, TIAA – CREF, and the New York State Retirement System; Maintains payroll file: payroll journal, computer reports, documentation for payroll input, health insurance deduction forms, gross pay sheets, credit union forms, etc. . . .; Reconciles Student Work-study payroll and coordinates with Financial Aid for Federal Reimbursement; Reconciles GL accounts related to payroll; Monitors payroll spending with the budget; Prepares manual check listing including tax distribution, support payments, garnishees, and union dues as required to complete payroll; Maintains control of year-to-date and quarter-to-date figures to balance; Makes retroactive adjustments to payroll records, prepares, and reconciles corresponding reports; Administers garnishees and child support collections; Maintains a current knowledge of the field through selected reading and attending various seminars; Performs all other related duties as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial payroll records and accounts; Thorough knowledge of office terminology, procedures, equipment, and business English; Good knowledge of Federal and State payroll laws including child support and garnishee deductions; Good knowledge of the New York State retirement regulations concerning payroll; Considerable interpersonal skill is necessary in order to teach, instruct, advise, plan, and coordinate payroll processes; Ability to make complex arithmetic computations involving fractions, decimals, and percentages accurately; Ability to analyze and organize complex data and to prepare records and reports; Ability to understand and interpret complex oral instructions and/or written directions; Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and

other work contacts; Ability to perform close, detailed work involving considerable visual effort and concentration; Integrity and good judgment in solving complex account keeping problems; The employee's physical condition shall be commensurate with the demands of the position.

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Originally created April 15, 2008