

Payroll Coordinator Tompkins County

Department: Finance, DCS, GCS, TCS, T-S-T BOCES

Classification: Competitive

Labor Grade: 64

Approved: 04/02/1991

Revised: 4/92; 5/93; 9/00; 6/01; 11/04; 4/15

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (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 (or the equivalent part-time and/or volunteer) 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 (or the equivalent part-time and/or volunteer) 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. There is a wide range of internal contact as the incumbent collaborates with and provides direction to employees, department heads, and officials on a variety of issues. External contacts are with professional associates in the development and delivery of service. The work is performed under general supervision with wide latitude for independent judgment. Depending upon the work location, an employee in this class may supervise a single work unit consisting of clerical staff. Due to extensive computer use, this job requires extreme visual effort and a considerable knowledge of the hardware and skill with the various pieces of software necessary to process payroll. The incumbent 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 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;
- Reconciles and tracks retiree receipts and billings;
- Prepares departmental and agency vouchers;
- Processes payroll related payments to vendors;
- Prepares monthly state fiscal reports and payroll related reports including: unemployment insurance, credit union, flex benefit program, State Insurance fund, New York State Retirement System, and Worker's Compensation Board;
- Maintains payroll file: computer reports, documentation for payroll input, health insurance deduction forms, gross pay sheets, credit union forms, etc. . . ;
- 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;
- Distributes reports to departments on bi-weekly, monthly, quarterly, and annual basis. The reports include:
 - payroll register, cost distribution, and employee records;
 - Audits on-line payroll computer input for accuracy of rates, effective dates, and fringe benefit eligibility;
 - Makes retroactive adjustments to payroll records, prepares, and reconciles corresponding reports;
- Administers garnishees and child support collections;

- A school district employee, may be responsible for processing and tracking unemployment insurance and workers' compensation claims;
- 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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