

## **Payroll Specialist - Finance Tompkins County**

**Department:** Comptroller/Finance

**Classification:** Competitive

**Labor Grade:** Confidential Grade 61

**Approved:** Position Conversion 03/22/2013

**Revised:** 3/13; 7/16; 11/23

**By:** HB, Deputy Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered two-year college with a major in accounting, business or a closely related field AND one year of experience in payroll, finance, or accounting; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two years of experience in payroll, finance, or accounting; OR
3. A combination of training and experience equal to or greater than that specified 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:**

An incumbent in this class is responsible for backing up the Payroll Coordinator and providing routine assistance with all payroll processing and benefits allocation functions. The Payroll Specialist assists with the administration of computer operations related to payroll, fringe benefits, and deductions including financial reporting and statistical data maintenance. The position requires that the incumbents maintain a wide range of professional contacts and that he or she be able to provide instruction to departments, officials, and vendors on the proper procedures. The work is performed under the general supervision of the Finance Director with wide leeway allowed for the exercise of independent judgment. This position may supervise other clerical staff on occasion. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Reviews the payroll input performed by Personnel for accuracy and timeliness input to the computer system.
- Verifies salaries and all related information on new hires and/or changes to adjust salaries of present employees.
- Answers technical payroll questions and provides consultation to employees of the Personnel Department in clarifying issues.
- Maintains a checklist of payroll input items to be checked during the cycle for accuracy.
- Enters changes and verifies the validity of retirement loans, contributions, and service credits, direct deposit banking information, taxes and insurance.
- Prepares statements of accruals for all retirees in the NYS retirement system.
- Audits payroll timecards for all departments.
- Inputs payroll data to the computer system, edits, and troubleshoots payroll runs.
- Assists with balancing and reconciling employee health insurance payroll deductions records to the general ledger.
- Assists in the completion of monthly state fiscal reports and payroll related reports including but not limited to: Credit union (bi-weekly), and New York State Retirement System.
- 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.
- Performs routine filing of reports and payroll back-up paperwork.

- Collects and sorts mail.
- Prepares/Process payroll related vendor vouchers and invoices for payment.
- Creation and entry of payroll related journal entries into the accounting system.
- Other duties as assigned in the Finance department.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern methods used in keeping and checking financial payroll records and accounts.
- Good knowledge of office terminology, procedures, equipment, and business English.
- 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 and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

**PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard eight-hour workday. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. Dyslexia or other types of learning disorders could result in an employee being unable to satisfactorily perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

Originally created 03/22/2013

P90.doc