

PAYROLL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for providing county employees with accurate payroll checks reflecting proper deductions as may be required by law or as requested by individual employees. This position is also responsible for accurate and timely reporting to the New York Retirement System, Department of Labor, Third Party Administrator for Workers' Compensation and providing assistance to the County Treasurer and Deputy County Treasurer. There is no supervision of others; however, there may be nominal supervision of remaining staff of the Treasurer's Office only in the absence of the Treasurer or Deputy Treasurer. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only)

Receive and process payroll information from County Departments;
Run final payroll and print checks after all data is verified and coordinate payroll certification with Personnel Office as requested;
Sort and distribute payroll checks;
Oversee all payroll deductions and submissions;
Prepare and submit all required payroll reports;
Prepare and distribute annual W-2 forms
Provide required data on employees to Third Party Administrator and Workers' Compensation Board;
Submit reports to the Department of Labor;
Verify accuracy of insurance premium deductions from employee payroll;
Administer retiree health insurance in conjunction with earned sick time escrow funds
Act as signatory on bank signature cards and prepare daily bank deposit;
Prepare and submit employee data to NYS Retirement System;
Provide wage/fringe data to departments for various claims and grant applications
Review medical insurance and retirement bills for payment;
Assist County Treasurer in preparation and performance of annual auction of tax delinquent properties;
Provide information to Personnel Department/ Budget Officer in preparation of payroll data during the annual budget approval process;
Review records of Treasurer's Office for transfer/destruction to and from archives with Historian's Office
Assist Treasurer with data submission and annual meeting regarding Yates County Tobacco Asset Securitization Corporation
Oversee computer security of users with MUNIS financial/personnel software access;
Assist Treasurer with budget analysis within current year.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERICS

Good knowledge of modern methods used in maintaining and reviewing payroll accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of employee benefits in conjunction with retirement system and health insurance; ability to understand and carry out oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to accurately enter data at a satisfactory speed and exceptional proficiency with personal computer; ability to write legibly; clerical aptitude; mental alertness; tact; courtesy.

MINIMUM QUALIFICATIONS

Promotion: Two years or more of permanent competitive status as a Senior Account Clerk Typist with the Yates County Treasurer's Office at the time of examination.

Open-Competitive: Either:

(A) Associates Degree in Finance or a closely related field and two (2) years of experience involving the maintenance of financial records or accounts or performing payroll functions; or

(B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience involving maintenance of financial records or accounts or performing payroll functions; or

(C) An equivalent combination of training and experience as outlined by (A) or (B) above.

Jurisdiction Class:	Competitive
Civil Division:	County
Adoption by PO:	May 14, 2012

