

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ASSOCIATE PAYROLL CLERK **GRADE:** 10

TITLE ABBREVIATION: ASSOC PAY CLK **TITLE NO.:** 562240

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: OC COMMUNITY COLLEGE **DIVISION:** PAYROLL

SUPERVISOR'S TITLE: PAYROLL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing all aspects of computerized payroll operations, preparation of retirement reports and the processing of payroll related forms. This position involves considerable contact with fellow employees, administrators and department heads, as well as federal, state and local agencies. This class differs from that of a Principal Payroll Clerk by virtue of the complexity of work being performed and the increased level of responsibilities. Work is performed under the direct supervision of a designated payroll supervisor in accordance with established guidelines and procedures and involves the application of multiple contractual agreements regarding payroll, employee benefits and retirement. This class leads and directs the work of other payroll and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Leads and directs the work of subordinate payroll staff and instructs employees on the details of the work within the unit;

Reviews the work of other payroll staff and provides assistance on the preparation of the bi-weekly payroll to ensure the accuracy and completeness of payrolls;

Revises and systemizes payroll-keeping methods and procedures;

Oversees, tests, and implements all computer system upgrades to the payroll database and acts as the point of contact with the contracted payroll vendor;

Gathers information for the preparation and finalization of the biweekly payrolls incorporating all data current with employees status, employees benefit deductions and other data to compute the gross and net earnings for the period, inputs data to computerized payroll system and handles distribution of checks;

Compiles and maintains the supporting records affecting changes in payroll and employee benefits such as health insurance, flexible spending accounts, deferred compensation, credit union, union dues, loans, retirement contributions and arrears etc.;

Responds to departmental inquiries regarding payroll errors and makes arrangements for the processing and issuing of checks as required;

Calculates and processes lump sum payments in accordance with established policies and procedures;

Processes and responds to inquiries regarding garnishments, child support orders, tax deductions and other payroll deductions;

Communicates with federal and state agencies, e.g. IRS, NYS Dept of Labor and applicable retirement systems, on matters related to payroll;

Prepares annual expense report detailing accrued liability for applicable retirement systems;

Reconciles Wage and Tax Statements (W2 forms) with Federal Form 941 and prepares periodic reconciliations for various retirement systems as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of payroll procedures, retirement system programs and employee benefits programs and procedures; thorough knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; good knowledge of federal, state and local laws, rules and regulations with respect to payroll preparation; ability to make accurate computations; ability to understand and follow oral and written instructions; ability to lead and direct the work of others; ability to deal effectively with others; attention to detail; accuracy; courtesy; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, and three (3) years of office clerical experience which must have involved either the preparation of payrolls utilizing a computerized payroll system for an organization that employs a minimum of 25 employees or clerical work related to employee benefits which shall have involved the use of computer equipment; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

ADOPTED: 07/07/2016 dmc