

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PRINCIPAL PAYROLL CLERK **GRADE:** 09

TITLE ABBREVIATION: PRIN PAY CLK **TITLE NO.:** 6519

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

DEPARTMENT: VARIOUS **DIVISION:**

SUPERVISOR'S TITLE: VARIOUS

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. Work is performed under the direct supervision of a designated payroll supervisor in accordance with well-established guidelines and procedures and involves the application of multiple contractual agreements regarding payroll, employee benefits and retirement. This class may lead and direct the work of other payroll and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides guidance and assistance to departments on preparation of the bi-weekly payroll and reviews payrolls to assure accuracy and completeness;

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 and payroll registers;

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; bonds, loans, retirement contributions and arrears etc.;

Compiles data and prepares various periodic reports involving payroll or employee benefit programs;

Prepares responses to requests for payroll preparation such as wage verification, leave balances and union contract application as related to payroll and employee benefits;

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;

May process payment of all deductions and reconcile accounts against the financial system;

May process Workers' Compensation and disability claims;

May lead and direct the work of subordinate payroll and clerical staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of payroll procedures and employee benefits programs and procedures; good knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment; good knowledge of federal, state and local laws, rules and regulations with respect to payroll preparation; good knowledge of computerized payroll systems and common office software programs including word processing, spreadsheets and databases; 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: Graduation from high school or possession of a high school equivalency diploma and four (4) years of office clerical experience, two (2) years of 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.