

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SUPERVISOR OF PAYROLL AND EMPLOYEE BENEFITS **GRADE:** 18

TITLE ABBREVIATION: SUPV PAY AND EMP BENE **TITLE NO.:** 6754

JURIS.CL: C SALARY CODE: 07 UNIT: EEO CODE: PR FLSA CODE: NE

DEPARTMENT: FINANCE DIVISION: _____

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position with responsibility for the direction, coordination and control of County payroll operations. Under general supervision of the Deputy Commissioner of Finance, work is performed in accordance with established policies, laws and regulations, with considerable latitude allowed for the exercise of independent judgement in administering the functions of the office. Supervision is exercised over Payroll Department staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Trains, directs, coordinates, supervises and plans work of staff involved in the preparation of the County payroll;

Monitors and oversees preparation of payrolls and review of related documents;

Supervises the reconciliation of all payroll accounts within the financial system;

Participates in the development, implementation and operation of the county payroll system; meets with consultants, department counterparts, and payroll staff to resolve issues related to workflow, business practices, and the operation of the database relating to payroll and timekeeping;

Tests and implements any elements and values associated with contractual changes, federal and state mandates, and quarterly and yearend reporting and reconciliation of payroll wages, taxes withheld, and payroll deductions;

Prepares ad hoc reports as required using reporting software;

Maintains frequent contact with the New York State Retirement System for membership reporting; develops new interfaces and new procedural processes as systems are updated;

Assists in preparation of Payroll Department annual budget;

Assists in screening and selection of contractual agencies to provide payroll related services;

Provides responses to tax and retirement inquiries;

Communicates with a variety of federal and state agencies, including, but not limited to, IRS, ERS, NYS Dept of Labor, on payroll issues;

Coordinates data processing requirements and assists in programming updating efforts as required;

Interprets directives, regulations, legal decisions in matters relating to payroll functions and provides advice and assistance on their application;

Maintains and disposes of employees' payroll records in accordance with appropriate rules and regulations;

Prepares reports and responds to correspondence as required;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of laws, rules, employee contractual agreements and regulations related to the preparation of payrolls; thorough knowledge of office terminology, procedures and equipment; good knowledge of computerized payroll systems and spreadsheet software; ability to prepare correspondence and reports; ability to understand and carry out complex oral and written directives; ability to deal effectively with employees and the public; ability to manage and supervise an office; good judgement in solving operational problems; high degree of accuracy; initiative; resourcefulness; integrity; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree or higher in Accounting, Business or Public Administration and four (4) years of experience in payroll and employee benefits operations which must have included one (1) year in a supervisory capacity; OR
- (B) Associate's Degree in Accounting, Business or Public Administration and six (6) years of experience as described in (A) above, two (2) years of which must have been in a supervisory capacity.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REVISED: 3/14/2020 AT