

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

TITLE: PAYROLL MANAGER

TITLE #: 1459

DISTINGUISHING FEATURES OF THE CLASS: The work involves management of the payroll operation in a school district or municipality, preparing and maintaining the payroll and payroll records to insure that all requirements are met to deliver a bi-weekly payroll. The work involves managing the reporting of separate retirement systems and Union contracts for each payroll and is carried out with wide latitude allowed for independent action. Work is performed under the general supervision of a designated Administrator or Official and supervision is exercised over the work of clerical staff assigned to the payroll office. Does related work as required.

TYPICAL WORK ACTIVITIES:

Applies all union contracts as they relate to payroll involving different wage schedules, fringe benefits and conditions of employment;

Interprets new rules and regulations to staff and ensures compliance;

Verifies, computes and prepares, utilizing a computerized payroll system, payroll for all staff, using applicable union contract pay tables;

Supervises clerical staff in payroll department, assigns work to clerical staff, and oversees such work accordingly;

Interviews, trains and schedules payroll department staff;

Compiles, prepares and maintains supporting records and employee payroll information using software systems;

Develops and implements procedures, in conjunction with designated supervisor, to promote efficiency and compliance with regulatory changes;

Compiles and prepares various periodic reports involving payroll, gross pay and deductions in order to charge proper accounts and interface with the municipal/school accounting system;

Prepares statistical data and seasonal payrolls in order to project preliminary budget figures for salaries and fringe benefits;

Advises and assists personnel regarding retirement, disability, savings bonds, credit union, unemployment and tax deferred annuities;

Compiles and prepares reports such as Payroll Report, NYS Teachers Retirement Report, Disability Report, Unemployment Report and NYS Labor Report;

Orients new employees including an explanation of benefit options (retirement, health insurance, etc.);

Administers benefits for retired employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of payroll procedures and employee benefits programs; good knowledge of New York State Employees Retirement System and New York State Teachers' Retirement System; good knowledge of Federal, State and Local laws, rules and regulations with respect to payroll preparation; good knowledge of computerized payroll systems; ability to make accurate computations, ability to interpret Union contracts; ability to deal effectively with people; ability to plan and supervise the work of others; initiative, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State college or university with an Associate's degree in accounting, business management, office management or data processing and two (2) years of experience in the preparation of payrolls, one year of which involved overseeing and/or directing the work of others; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (A) above, one of which involved overseeing and/or directing the work of others; OR
- (C) An equivalent combination of training and experience as determined by the limits of (A) and (B) above.

JURISTICIONAL CLASS: Competitive

DRAFT: 10/2/00

ADOPTED: 10/18/00