

DEPARTMENT:
CLASSIFICATION:
APPROVED:

NIAGARA COUNTY
COMPETITIVE
JANUARY 24, 2006

FLSA Status: Exempt/Administrative 1/4/2010

PAYROLL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The position is responsible for the management and administration of the County's payroll function. The incumbent manages and is responsible for accurate and timely payroll processing and ensures compliance with tax laws, garnishment and retirement procedures, and other payroll regulations and activities. This is a very responsible payroll position and involves good judgment, discretion, accuracy and direct supervision of payroll employees in the County Treasurer's department and indirect supervision of others involved in the payroll process for all County departments. The payroll supervisor exercises independent judgment in planning and carrying out the details of work according to prescribed policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

1. Manages the operations of the payroll department to ensure timely and accurate payroll production and reporting;
2. Supervises the auditing of payroll to ensure compliance with collective bargaining agreements and county policies, garnishment, tax changes, and tax compliance as well as Federal and State laws;
3. Reconciles and audits the County Retirement billings and prepares spreadsheets for the accounting and budget offices;
4. Administers the distribution, correction and reconciliation of the bi-weekly payroll and the reporting and disbursement to Federal and State agencies;
5. Implements various payroll and personnel changes as mandated by union contracts, legislative resolutions, county policies, and all applicable Federal and State Laws;
6. Responds to requests from the New York State Employees Retirement System, Department of Social Services, Department of Labor, and credit establishments and complies with Federal and State surveys;
7. Acts independently to resolve all payroll inconsistencies timely and accurately;
8. Implements improved automation to maximize payroll productivity and quality including testing and system analysis as required;
9. Reconciles and audits quarterly and year-end activities including wage reconciliation and W-2 production;
10. Prepares and communicates instructions for, new and/or revised internal and external policies and procedures, to payroll clerks and employees;
11. Supervises, trains, and evaluates payroll staff in the performance of their duties;
12. Administers computer operations related to payroll;
13. Coordinates with accounting staff to provide accurate payroll accounting files to the general ledger and reconciles any discrepancies;
14. Collaborates with Human Resources and Risk Management to integrate data to ensure best overall organizational practices;
15. Utilizes computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
16. Compiles information necessary to complete and oversee the preparation of various federal, state and, local payroll reporting requirements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of automated compensation systems and procedures; thorough knowledge of payroll and payroll tax issues; good knowledge of Federal and State laws; good knowledge of payroll accounting and auditing; ability to read, write, speak, understand and communicate effectively to perform the essential tasks of the position; ability to identify, analyze and resolve complex issues; ability to identify future issues, risks, and opportunities as they relate to payroll administration; ability to assess implications of policy decisions for payroll; ability to effectively communicate both orally and in writing; ability to gather and organize pertinent data and to draw appropriate conclusions; ability to establish and maintain effective working relationships; ability to instruct subordinates and departmental representatives in program procedures; ability to supervise, plan and coordinate the work of subordinates and ensure completion of assigned tasks; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; sound judgment; integrity; resourcefulness; accuracy and thoroughness; physical condition commensurate with the demands of the position.

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PAYROLL MANAGER CONTINUED

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Eighteen (18) months of permanent competitive status as a Senior Payroll Clerk immediately preceding the date of the written examination.

OPEN COMPETITIVE QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates Degree in Business Administration, Accounting or Finance, or a closely related field **and** three (3) years experience in payroll accounting and preparation of payrolls using an automated payroll system, of which one (1) year must have been in a supervisory capacity; **or**

Graduation from high school or possession of a high school equivalency diploma **and** five (5) years experience in payroll accounting and preparation of payrolls using an automated payroll system, of which one (1) year must have been in a supervisory capacity.

01/24/2006