

## **SENIOR PAYROLL CLERK**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing a variety of clerical activities in preparing and processing payrolls such as: editing timesheets, calculating vacation, personal, sick and other related personnel time. The position is also responsible for preparing and processing financial records related to payroll and operating a computer to produce payroll checks and verifying the information for accuracy. The work is performed under the general supervision of the Assistant Comptroller and/or in the absence of the Assistant Comptroller, under the general supervision of the Comptroller with wide leeway allowed for the independent judgment for carrying out the details of the work. Does related work.

### **TYPICAL WORK ACTIVITIES:**

Prepares, processes and edits payroll timesheets, payroll checks and other related documents;

Makes changes to the master computer payroll files such as address changes, deductions and other related changes;

Maintains a payroll record for each employee including payroll deductions such as health insurance, social security, retirement, union dues and related deductions;

Computes straight time and overtime hours and differential pay rates, records accumulation and utilization of compensated absences on payroll time sheets for each payroll period;

Maintains year-to-date totals for W-2 preparation; maintains information for

Affordable Care Act reporting and is responsible for duplicating lost and misplaced forms;

Ensure health insurance records are properly set up with third party administrators for active, retired and surviving spouses;

Performs billing for Health Insurance Program;

Verifies adjustments are made to correct allocations and issues reports as required;

Contacts by telephone and correspondence employees and/or insurance carriers to obtain additional information or to update information;

Calculates payouts for employees retiring;

Operates time and attendance system;

Prepares a variety of reports and records related to payroll process;

Answers telephone and written requests from employees, credit agencies and prospective employers concerning payroll related personnel information;

Adjusts monthly and quarterly retirement reports and researches inquiries from the Retirement System regarding salaries and time worked;

Operates personal computer and peripheral equipment and other office equipment;

Updates and tracks worker compensation claims, records and reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the methods and procedures of processing and preparing payrolls;

Good knowledge of business arithmetic;

Good knowledge of office terminology, procedures and equipment;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;

Ability to follow oral and written instruction;

Ability to make arithmetic computations rapidly and accurately;

Ability to maintain records and reports;

Ability to perform close, detail work involving considerable visual effort and concentration;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a related field, such as Business Administration and Accounting; which must be presented at time of application and one (1) year of experience in preparation of payrolls and related records for a business or governmental agency; or
- (b) Graduation from high school or possession of a New York State high school equivalency diploma; which must be presented at time of application and three (3) years of experience as defined in (a).
- (c) An equivalent combination of training or experience as defined by the limits of (a) and (b).