

Jurisdiction: All
Jurisdictional Class: Competitive
Adopted: 11/04/96
Revised: 05/19/97, 04/06/05, 09/15/10, 09/07/22

PAYROLL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the independent performance of specialized account-clerical tasks with major emphasis on the preparation, processing and maintenance of payrolls. The incumbent coordinates, prepares and processes the weekly City-wide payroll and all related reports. The work is performed under the general supervision of the Controller or Deputy Controller in accordance with defined procedures. Leeway is allowed for the use of independent judgment in carrying out the details of the work. A high degree of accuracy is critical to this position. Supervision is not a responsibility of this class, although direction may be given to payroll preparers from other departments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes all changes to the master computer payroll file such as wage changes, address changes, exemptions, budget codes, etc.;

Reviews weekly payroll entries before transferring file for payroll preparation;

Maintains a complete payroll record for each employee including all payroll deductions such as social security tax, savings bonds, retirement, credit union, union dues, child support, garnishees, etc.

Inputs necessary information into computer system to generate checks for payroll;

Prepares and processes payroll deductions by forwarding appropriate reports and payments for deductions;

Prepares and maintains a variety of records pertaining to payroll activities;

Prepares periodic reports related to State and Federal payroll tax withholdings and payroll matters;

Prepares monthly retirement report for NYS Retirement System;

Trains departmental payroll preparers in program usage and assists them with unusual or difficult problems;

Responds to inquiries from employees, department heads and outside agencies concerning payroll related personnel matters;

Prepares W-2 forms annually;

Processes direct deposit transactions for employees electing this payment method;

Operates a personal computer, peripheral equipment and other related office equipment;

Performs related clerical and account-clerical duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in maintaining and processing payroll accounts and records; good knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software; working knowledge of modern office terminology, procedures, equipment and business English; ability to make complex arithmetic computations involving fractions, decimals and percentage accurately; ability to organize and maintain accurate records and files; ability to perform close, detail work involving considerable visual effort and concentration; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience, or its part-time equivalent, preparing, processing and/or maintaining payroll accounts and records.

NOTE: Successfully completed college coursework in accounting, business administration or a closely related field may be substituted for up to one (1) year of the required work experience, with thirty (30) credit hours of college coursework in the above fields being equivalent to one (1) year of full-time work experience. The coursework must have been completed at a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's coursework was completed at an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.