PAYROLL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for coordinating, directing and overseeing the preparation of the agency payroll and payroll reports to ensure accurate and timely processing. The work includes the supervision of a small staff and includes assigning and reviewing work, and training and instructing staff, as well as the direct performance of payroll processing tasks as needed. The Payroll Supervisor oversees the management of a computerized payroll system, including the implementation of software updates, the maintenance of parameter tables, and similar tasks. The Payroll Supervisor maintains professional contact with outside agencies, including retirement systems to ensure proper payment and member crediting, as well as local financial institutions and State and Federal Agencies for the purpose of earnings and tax reporting. The work is performed under the general supervision of the School Business Executive with leeway allowed for the exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Supervision is exercised over the work of Payroll Coordinators and other subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises employees by assigning work to employees and reviewing work for accuracy;
Trains and instructs employees, and assists them with unusual or difficult problems;
Supervises and participates in the preparation and maintenance of a complete payroll record for each employee, including all payroll deductions such as health insurance, social security tax, savings bonds, retirement, etc.;
Examines and checks payroll deductions;
Makes all changes to the master computer payroll file such as address changes, exemptions, budget codes, etc.;
Does billing for the Tax Shelter Annuity Program;
Prepares a variety of records and reports related to the payroll process, for instance, Federal and State tax reports;
Prepares W-2 forms annually;
Supervises Payroll Coordinators and other clerical employees;
Operates computing, calculating, check writing and other office machines;
Files various payroll related information;
Answers written requests from employees concerning payroll related information;
Types forms, letters, reports and other materials;
Operates an alphanumeric keyboard to transcribe data directly into the computer.

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; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to supervise the work of others; ability to make complex arithmetic computations 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:

A. Possession of an Associate's Degree in Accounting, Business Administration, Public Administration, or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid equivalent, preparing, processing and/or maintaining payroll accounts and records in the public sector; or

B. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience, or its part-time paid equivalent, preparing, processing and/or maintaining payroll accounts and records in the public sector; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Successfully completed college coursework in accounting, business administration or a closely related field may be substituted for up to two (2) years 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.

Note: College degrees 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 and/or U.S. Secretary of Education. If an applicant’s degree was awarded by 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.