

PAYROLL COORDINATOR

JOB CODE:

LOCATION: Tioga County Treasurer's Office

CLASSIFICATION: Competitive

SALARY: Management/Confidential

ADOPTED: 1/1/95; Revised 8/14, 8/16; 6/18 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating all aspects of payroll processing for Tioga County. Responsibilities include data control, bi-weekly payroll reconciliation and processing, maintenance of tables, periodic cycles, report generation and interfacing with the general ledger all through the use of a financial software system. The incumbent works with all county departments by providing instruction and oversight of payroll processes. Work is performed in accordance with all applicable federal and state laws and regulations as well as county policies and collective bargaining agreements. The classification maintains professional contact with outside agencies (retirement systems, banks, government agencies) to ensure proper payment and member crediting. The Payroll Coordinator functions under the general supervision of the County Treasurer and or his/her designee. Wide leeway is allowed for the use of independent judgement while carrying out duties. While the incumbent oversees the work of subordinate payroll and or account clerical staff, it does not function as a first-line supervisor. Does related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Leads and directs payroll functions according to prescribed regulations, policy, and procedures;
- Coordinates payroll activities with various departments;
- Assures compliance of payroll processing with Federal, State and Local laws;
- Monitors electronic transactions of employee data related to time entry and payroll;
- Prepares reports to employee and government agencies and all necessary forms and information required by law (including but not limited to W-2 Federal wage reporting, Deferred Compensation and garnishees);
- Monitors retirement systems, ensuring proper reporting, crediting and payment for all County employees;
- Builds working relationships with internal contacts and administrative staff as well as external contacts (government agencies, retirement system providers, banks, software IT support);
- Leads and directs the account keeping activities of subordinate employees;
- Responsible for timely deposits of Federal & State taxes and filing quarterly reports;
- Adjusts annual salaries based on contract provisions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used for payroll, payroll tax and withholdings, including financial computer software; thorough knowledge of state and federal laws, rules, regulations related to payroll management; thorough knowledge of county policies and collective bargaining agreements as it relates to payroll; thorough knowledge of payroll processing techniques; good knowledge of the principles and procedures used in accounting and bookkeeping; good knowledge of computer software applications; ability to communicate effectively both orally and in writing; ability to formulate logical decisions; ability to plan, assign and review the work of others; ability to meet stringent deadlines; skill in mathematical computations; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to perform close, detail work involving considerable visual effort and concentration; self-motivated; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- a) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in Business Administration, Accounting or Finance or closely related field and one (1) year of full-time-experience (or its part-time equivalent) preparing and processing payroll records; **OR**
- b) Graduation from a New York State registered or regionally accredited college or university with an Associate's degree in Business Administration, Accounting or Finance or closely related field and three (3) years of full-time experience or its part-time equivalent as described in (a) above; **OR**
- c) Graduation from high school or possession of an equivalency diploma and five (5) years full-time experience or its part-time equivalent as described in (a) above; **OR**
- d) An equivalent combination of training and experience as defined by the limits of a), b), and c)