

## PAYROLL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for either the management and administration of the County's payroll function or the Westchester Medical Center's payroll services. The incumbent manages and is responsible for accurate and timely payroll processing and ensures compliance with tax laws, garnishment procedures, and other regulations. When assigned to the Medical Center, the incumbent also acts as the key liaison between the Medical Center and its payroll vendor to ensure contract requirements are upheld. Supervision is exercised over subordinate staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Manages the operations of the payroll department to ensure timely and accurate payroll production and reporting;

Supervises the auditing of payroll to ensure compliance with garnishment, tax changes, and tax compliance as well as Federal and State laws;

Administers the distribution, correction and reconciliation of the biweekly payroll and the reporting and disbursement to Federal and State agencies;

Acts independently and in conjunction with the payroll vendor to resolve all payroll inconsistencies timely and accurately;

Implements improved automation to maximize payroll productivity and quality, conducting special studies as required;

Conducts ongoing audits of various payroll databases;

Manages quarterly and year-end activities including wage reconciliation and W-2 production;

Prepares information for changed internal or external payroll policies to employees;

Supervises and evaluates payroll staff in the performance of their duties;

Works with accounting and treasury staff to provide accurate payroll accounting files to the general ledger and make accurate disbursements to third party vendors;

Works with the Human Resources division and Benefits to integrate data to ensure best overall organizational practices;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of automated compensation systems and procedures; thorough knowledge of payroll and payroll tax issues; good knowledge of Federal and State laws such as Fair Labor Standards Act, ERISA, Social Security Act, and Unemployment Insurance; good knowledge of benefit programs and their deduction rules; good knowledge of the principles of payroll auditing; ability to read, write, speak, understand and communicate in English sufficiently 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 interpret complex statistics and present logical reports; 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; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) a Bachelor's Degree\* in Accounting, Finance, Business Administration or related degree and two years of administrative experience in a payroll department using an automated payroll system, for a company with at least five hundred employees, which included responsibility for payroll tax reporting, compliance and garnishments; or (b) a Bachelor's Degree\* and three years of experience as stated in (a); or (c) seven years of experience as stated in (a).

NOTE: In the above paragraph, 'administrative experience' is defined as someone who is responsible for direction and control for an identifiable organizational unit or program; and is also involved in planning, resource allocation, program evaluation and policy formulation for that unit or program.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West Co.

Job Class Code: C3048 – WMC  
E0828-West Co.

J.C.: Competitive  
MQT5

Job Group: XIV