

## SENIOR PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the preparation of payrolls and the maintenance of payroll records for all employees of a large municipality or school district as to rate of pay, deductions and other information necessary for compilation of payrolls. The incumbent coordinates, supervises and assists in the performance of specialized and complex clerical work in connection with processing payrolls and periodic reports. This position involves considerable contact with employees, administrators, department heads, as well as state and local agencies. Supervision may be exercised over Payroll Clerks and employees assisting with payroll work. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates, supervises and assists in the preparation of payroll or payroll worksheets based upon payroll record cards, timesheets and/or automated timekeeping system reports for each employee;

Compiles and maintains a complete payroll record for each employee including all payroll deductions such as for health insurance, social security tax, savings bonds, group insurance, union dues, deferred compensation, retirement, loans, etc.;

Initiates or is provided with information pertaining to all appointments, salary increases, promotions, resignations, terminations, leaves of absence without pay and any other changes affecting the payroll;

Examines and checks payroll deductions;

Plans work program to meet payroll schedules;

Calculates periodic or special payrolls, deductions, salary increases, final paychecks and net pay;

Sorts and distributes pay checks;

Responds to inquiries as to payroll procedures, social security, retirement rates, health insurance, etc. verbally, by email or in writing;

Prepares and types periodic reports as to deductions for social security, income tax, health insurance, retirement, etc.;

Responds to personnel credit inquiries, disability and workmen's compensation, IRS inquisitions, etc.;

Processes civil service papers and/or health insurance claims and maintains records thereof, as assigned;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern payroll procedures and employee benefit programs and procedures; good knowledge of Social Security and Retirement Laws; good knowledge of federal, state and local laws, rules and regulations with respect to payroll preparation; familiarity with the principles and practices of office management; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to make accurate arithmetic computations; ability to operate a calculator; ability to deal effectively with others; ability to lead the work of others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; courtesy; tact; good judgment; honesty; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience which involved the processing of payrolls using automated systems.

SUBSTITUTION: An Associate's Degree\* in Accounting, Finance, Business or closely related field may be substituted for two (2) years of the above experience. There is no substitution for the two (2) additional years of experience which involved the processing of payrolls using automated systems.

\*SPECIAL NOTE: Education beyond the secondary level 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/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Special Districts,  
Cities of Rye, Peekskill  
School Districts  
J. C.: Competitive  
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Job Class Code: 0931 (Municipalities)  
S330 (School Districts)