



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **ASSISTANT PAYROLL SYSTEMS SPECIALIST**  
Jurisdictional Class: Competitive  
Civil Division: All Civil Divisions  
Adoption: CSM 4/8/09  
Revised: CSM

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for assisting in the management of all facets of a payroll operation. The incumbent assists the administration of computer operations as related to payroll, fringe benefits, and deductions. In addition, the incumbent assists the Payroll Systems Specialist, who is responsible for statistical data maintained in the system and is the department liaison between vendors, department heads and agency officials that have access to the data. The work is performed under the general direction of the agency's payroll officer with leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Assists in all payroll functions, including preparation of required data for the processing of payroll, verification of computer reports, and salary deductions both mandated and voluntary;  
Assists and participates in the administration of the agency's payroll systems;  
Works with accounting and payroll software vendors to resolve issues and problems concerning the software;  
Provides assistance and training to employees in departments to ensure effective usage of the software for payroll, leave accrual and related tracking;  
Works closely with Human Resources / Civil Service Department to ensure accurate recording of positions in the software system for interfacing with the agency's control system;  
Assists in the preparation of a variety of financial reports, wages, and statistics for negotiations;  
Prepares periodic reports related to personnel for workers' compensation, unemployment insurance, retirement or other requests received on the behalf of employees for payroll data;  
Assists in the supervision and implementation of the agency's health and dental insurance system;  
Assists in the reconciliation and preparation of W-2's, quarterly and annual federal and state tax reporting and other reports and actions affecting payment of personnel and payroll history of employees;  
Assists in the payment of payroll taxes (IRS and NYS Department of Taxation and Finance), payment of mandatory and voluntary deductions and preparation of any associated report and implementation of garnishment of wages;  
Assists in the auditing of payroll records submitted by departments for payment;  
Answers telephone and written requests from employees concerning payroll related personnel matters;  
Provides the Financial Officer and other staff with a variety of support as necessary;  
May assist in billing and other duties as related or assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of modern methods used in keeping and checking financial/payroll accounts and records, including financial/payroll computer software;  
Working knowledge of principles, techniques, and concepts of microcomputer use and operation;  
Working knowledge of application of various types of microcomputer equipment to help with accounting, statistical and database management problems;  
Working knowledge of office terminology, practices and procedures;  
Ability to do simple software programming;  
Ability to make complex arithmetic computations involving fractions, decimals, and percentages accurately;  
Ability to analyze and organize complex data and to prepare records and reports;  
Ability to learn and apply basic software programming and to modify simple programs;  
Ability to learn and have knowledge of software programming;  
Ability to understand and interpret complex oral instructions and/or written directions;  
Ability to establish and maintain effective working relationships with others;  
Ability to perform close, detailed work involving considerable visual effort and concentration;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**Graduation from high school or equivalency AND either:**

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree or higher in accounting, mathematics, business administration, information technology, information resource management, or a closely related field, PLUS one year of experience in payroll processing, accounting or auditing; **OR**
- (B) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in accounting, mathematics, business administration, information technology or a closely related field, PLUS three years of experience in payroll processing, accounting or auditing; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, PLUS five years of experience in payroll processing, accounting or auditing, **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

