



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	PAYROLL SYSTEMS SPECIALIST
Jurisdictional Class:	Competitive
Civil Division:	All Civil Divisions
Adoption:	CSM 10/18/06
Revised:	CSM 09/10/08, 04/08/09

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for independently managing all facets of a payroll operation. The incumbent oversees the administration of computer operations as related to payroll, fringe benefits, and deductions. In addition, the incumbent 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 financial 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)

Responsible for all payroll functions including preparation of required data for the processing of payroll, verification of computer reports, and salary deductions (both mandated and voluntary);
Oversees, directs and participates in the administration of the agency's payroll systems;
Works with accounting/payroll software vendors to resolve issues and problems concerning the software application/function;
Provides software support to employees in other departments for the agency's payroll, leave accrual, and related systems to ensure effective usage;
Works closely with the Human Resources Department to ensure accurate recording of positions in the software system for interfacing with the agency's control system;
Coordinates and provides initial and ongoing agency-wide training in the use of the software applications;
Prepares a variety of financial information, wages, and statistics for the purpose of negotiations;
Coordinates the system software, hardware and system security requirements with the Senior Computer Systems Technician or other assigned Supervisor;
Monitors, audits and evaluates software systems to provide recommendations and/or suggestions for enhancements;
Communicates with persons of varying levels of technical expertise in financial, payroll, and fringe benefits and financial reporting both within and outside the agency;
May be responsible for 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;
May ensure proper and prompt payment of payroll taxes (IRS and NYS Department of Taxation and Finance);
payment of mandatory and voluntary deductions and preparation of any associated reports;
Interprets and correctly implements garnishment of wages;
In the County Treasurer's Office, provides support for the RPS System including report preparation, balancing, tax rolls, tax bills and upgrades;
Provides the Financial Officer and other staff with a variety of support as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial/payroll accounts and records, including financial/payroll computer software;
Good knowledge of principles, techniques, and concepts of microcomputer use and operation;
Good knowledge of application of various types of microcomputer equipment to help with accounting, statistical and database management problems;
Good 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 and two years 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 and four years of experience in payroll processing, accounting or auditing; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and six 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.