

ASSISTANT COUNTY PAYROLL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the control of an automated time and attendance system for over twelve hundred (1200) employees in county government. An incumbent also provides assistance to the County Treasurer & Deputy County Treasurers in processing the County wide payroll and is expected to act as a replacement in their absence for those job duties. The work is performed under general supervision. Supervision over subordinate employees is not a requirement of this position. An Assistant County Payroll Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Records new or changed information including pay rates in computer files;
- Maintains employee personnel and payroll files;
- Compiles and prepares payroll data, such as credit union payments, garnishments;
- Reviews and approves payroll deductions;
- Reviews payroll to ensure accuracy;
- Assists in preparing confidential back pay awards or settlements resulting from litigation, arbitration, or mutual agreements involving labor relations issues;
- Assists in preparing fines levied against unsuccessful grievants or settlements in disciplinary matters pursuant to the collective bargaining agreements;
- Assists in overseeing the County wide time and attendance system in order to ensure compliance with State and federal wage and hour regulations;
- Assists the examination of data for discrepancies to correct errors, and reconciles data to ensure accuracy at various stages of processing;
- Processes bi-weekly payroll direct deposits and payroll checks;
- Assists in preparing various payroll related reports such as: overtime, comp-time, benefit summary, and part-time employment reports;
- Performs the payroll related duties of the County Deputy Treasurers in their absence.

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

Good knowledge of Generally Accepted Accounting Principles and the Uniform System of Accounts For Counties relating to the County payroll; knowledge of office terminology, procedures, and equipment; knowledge of the application of major types of electronic data processing equipment to accounting and statistical problems; knowledge of systems analysis applicable to computer programming and equipment operation; ability to make complex arithmetic computations accurately; ability to analyze and organize complex data and to prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to develop effective working relationships and deal effectively with the public, subordinates, and other work contacts; integrity and good judgement in solving complex accounting and payroll problems; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- A.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Mathematics, Business Administration, Computer Science, Economics, or a closely related field and one (1) year of full time, or its equivalent part-time, experience in payroll processing, accounting, or auditing; OR

- B.) Graduation from a two-year college with at least an Associate's Degree in Accounting, Mathematics, Business Administration, Computer Science, Economics, or closely related field and three (3) years of full time, or equivalent part-time, experience in payroll processing, accounting, or auditing; OR
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full time, or equivalent part-time, experience in accounting, or auditing which must have included at least one (1) year of experience in computer payroll processing.

NOTE: Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 5/20/2010

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