

MICROCOMPUTER/PAYROLL COORDINATOR

(Department of Nursing Homes)

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for independent performance of account keeping and other clerical duties in processing payrolls and reporting related information for Nursing Home employees. The incumbent is also responsible for training users in the use of microcomputers as well as the evaluation, selection and installation of computer software. Work requires the exercise of independent judgement in the application of procedures to specific situations as well as a general understanding of department policies. The work is performed under general supervision. Supervision may be exercised over the work of clerical assistants. A Microcomputer/Payroll Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews and analyzes departmental payroll reports for accuracy before transmission to Data Processing;
- Verifies individual and total departmental payroll hours paid;
- Calculates, processes and verifies payroll adjustments for individual employees;
- Reviews payroll expenditures in light of contractual provisions governing paid leave and government regulations regarding overtime pay;
- Analyzes, distributes and/or prepares a variety of reports associated with payroll cost allocations;
- Classifies a variety of receipts and expenditures, and distributes costs according to a prescribed code;
- Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;
- Assigns work, reviews and records work done, and instructs new employees in the specialized account keeping and clerical work of a unit;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Evaluates microcomputer applications for new or expanded needs;
- Recommends hardware and software to meet needs taking into account such factors as compatibility and cost;
- Installs personal computer software on site in user locations;
- Instructs users in the basic operation of personal computer hardware and software;
- Responds to questions and problems referred by users and makes site visits or gives remedies via telephone as necessary;
- May coordinate and conduct training programs;
- May make minor repairs and adjustments to equipment as required.

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

Good knowledge of the principles and practices which pertain to the use of the personal computer in business applications in a large decentralized organization; good knowledge of available software and the elements of programming in BASIC language which apply to effective application of the software to given situations; working knowledge of office practices, work flow, and office management techniques; working knowledge of accounting and statistics as it applies to computer application; good knowledge of business English; ability to understand and carry out oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to type and operate data entry machines accurately at a satisfactory rate of speed. Physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Three years of experience involving the maintenance and checking of financial accounts and records including or supplemented by either:

A) One year experience in the operation of electronic computers or data entry machines and peripheral equipment;

OR

B) Successful completion of an appropriate course of instruction in the elements of data processing procedures and equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

adopted: 5/25/95

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