

## Payroll Specialist

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the coordination, control and processing of an automated payroll and time and attendance system. An incumbent also performs a variety of clerical and other tasks related to payroll and personnel administration. The work is performed under general supervision. A Payroll Specialist does related work as required.

### TYPICAL WORK ACTIVITIES:

- Records new pay rates and changes in pay rates in computer files;
- Maintains accurate payroll and personnel records in automated payroll and time and attendance systems;
- Processes a variety of payroll related requests such as: vacation, holiday and paid-time off buyout requests;
- Obtains all necessary documentation and processes all payroll deductions;
- Tracks employee benefit time ensuring adequate balances and proper use of such;
- Instructs schedulers, supervisors and employees in the proper use of time and attendance system;
- Processes a variety of workers compensation reports including: Incident reports, C-2's, C-11's, C-240's and requests for reimbursement;
- May processes employee, and non-employee identification badges for use in door access and automated time keeping system;
- Reports payrolls to various governing bodies such as Department of Labor, NYS new hire reporting, Civil Service payroll certifications, EEOC reporting, etc;
- Prepare and process various payroll related tax forms and reporting such as quarterly 941 and schedule B, quarterly NYS 45 and yearly W-2's;
- Prepares a variety of records and reports related to payroll, benefit accrual, attendance, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of the application of major types of electronic data processing equipment to accounting and statistical problems; working 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 supervisors, employees and other work contacts; integrity and good judgement in solving complex account-keeping and payroll problems.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience involving the maintenance and checking of financial accounts or records.

NOTE: Study at a college or university which includes fifteen (15) semester credit hours in accounting may be substituted for two (2) years of the required experience.

NOTE: Your study must have been at 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 study was at 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: 11/20/2023