

## **PAYROLL COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for a variety of accounting tasks in the preparation and control of payrolls. The work requires the understanding of specific laws, office procedures, and policies. The incumbent operates a computer to transcribe payroll information which produces payrolls, payroll checks, W2s, and New York State and Federal Reports. Incumbents usually work under general supervision on routine assignments in accordance with defined procedures with some leeway for the use of independent judgment in carrying out the details of the work. Supervision over the work of others is not generally a responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Compiles data and prepares periodic records of payroll deductions such as social security, state and federal tax withholdings, and union dues; Prepares and maintains a payroll master file; Enters adjustments to computerized payroll, such as health insurance, New York State Retirement, etc.; Reviews payroll register for accuracy, makes corrections as needed, and authorizes the printing of paychecks; Prepares a variety of reports, such as New York State Retirement and Deferred Compensation; Prepares spreadsheets to import into computer software programs; Performs a variety of bookkeeping tasks in the maintenance of payroll and other account records; Operates a variety of office equipment, such as data entry terminal, calculator, check-writer, copier, and printer; Answers the telephone and provides routine information.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of modern methods used in keeping and checking payroll records and accounts; Good knowledge of federal and state payroll laws, including child support and garnishment deductions; Good knowledge of office terminology, procedures, and equipment; Good knowledge of computer operation; Good knowledge of business arithmetic and English; Ability to understand and carry out oral and written instructions; Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; Ability to make arithmetic computations rapidly and accurately; Considerable interpersonal skills necessary to teach, instruct, advise, plan, and coordinate payroll processes; Clerical aptitude; Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a college or university with a Bachelor's degree in Accounting, Mathematics, Business Administration, Economics, or closely related field AND one year of full-time paid, or its part time equivalent, experience involving the maintenance of financial accounts, which shall have included processing of payroll and handling of confidential payroll records; OR
- B. Graduation with an Associate's degree in Accounting, Mathematics, Business Administration, Economics, or closely related field; AND three years of full-time paid, or its part time equivalent, experience involving the maintenance of financial accounts, which shall have included processing of payroll and handling of confidential payroll records; OR
- C. Five years of experience involving the maintenance of financial accounts and records, which shall have included processing of payroll and handling of confidential payroll records; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**NOTE:** Post high-school educational training in a college, university, or business school in accounting, business administration, economics, or a related field structured to prepare individuals for work involving accounting, bookkeeping, auditing, or a related work may be substituted for experience on a year-for basis, provided such training includes an equivalent of three semester credit hours in Accounting per year of training.

**NOTE:** Part-time paid experience will be pro-rated toward meeting the fulltime experience requirement.

**NOTE:** Your degree or training must have been conducted at a college, university or business school 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 or training was conducted 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 Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted: 1/6/22

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