

SENIOR PAYROLL CLERK

CODE: 6907
LOCATION: Tioga County Treasurer's Office; Village of Owego
CLASSIFICATION: Competitive
SALARY: CSEA - Grade VII (Treasurer's Office)
ADOPTED: Revised 5/03, 06/16, 01/20; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently performing a variety of moderately complex account keeping and payroll related tasks. A Senior Payroll Clerk is responsible for processing the payroll, maintaining related payroll records and completing required State and Federal reports. The work also involves the processing and maintenance of benefits, retirement, unemployment and worker's compensation information. The work is performed under general supervision allowing for exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Supervision is not a requirement of this class; however, an incumbent may lead and assist other clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Computes and makes appropriate payroll changes regarding hours worked, deductions, tax changes, incentives...etc.;
- Enters payroll information on computer software program for check preparation;
- Verifies and posts salaries to appropriate accounts;
- Files payroll masters, benefits, insurance and retirement forms and other records;
- Answers telephone and written requests from employees concerning payroll and benefits related personnel matters;
- Adjusts annual salaries for personnel based on contract provisions;
- Prepares a variety of records and reports related to the payroll process;
- Leads and participates in payroll calculation and preparation;
- Prepares and distributes W-2's;
- Operates adding machine, calculator, fax, copier, and other office machines;
- Types correspondence and other forms;
- Processes payroll information regarding applicants for unemployment benefits to the NYS Employment Service.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used in maintaining and reviewing payrolls accounts and records; Thorough knowledge of office terminology, procedures and equipment; Thorough knowledge of business arithmetic and English; ability to understand and carry out oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; clerical aptitude; mental alertness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in accounting, business administration, or closely related field and one (1) year of full-time experience (or its part time equivalent) involving the maintenance of financial accounts and records; **OR**
- b. Graduation from high school or possession of a high school equivalency diploma and (3) three years of full-time experience (or its part-time equivalent) involving the maintenance of financial accounts and records; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).