

FINANCIAL SUPPORT SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work of a moderately complex nature involving the responsibility for coordinating all activities relating to the Rockland Community College payroll operation. The work is performed under general supervision of the Director of Budget and Finance at the College, and supervision is exercised over a number of clerical employees involved in the payroll function. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees preparation of all college payrolls for approximately 1,000 employees;
Provides clarification and direction to employees when contract settlements or changes in laws require revisions to existing payroll procedures;
Oversees the completion of all facets of payroll preparation for administrators and faculty;
Advises administrators of contractual and/or college-authorized salary increase eligibility;
Oversees computation and entry of gross wages for all payroll categories;
Reviews new employees payroll-related data for completeness and accuracy and scheduling of payroll distribution;
Analyzes, computes, verifies and enters individual pay status adjustments;
Creates computer input documents to record voided and reissued paychecks and to generate special payments;
Provides guidance about income tax withholding procedures, schedules and tax interpretation;
Provides payroll-related information to outside agencies such as Department of Labor, Social Services, banks and Retirement System;
Researches and provides salary data to Finance Administration for annual budget preparation, retirement system reporting, and other personnel-related activities;
Provides explanation and clarification to employees regarding several supplemental retirement contracts, instituting applicable payroll deductions and verifying contributions;
Compiles and prepares financial and statistical records and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of arithmetic; good knowledge of the principles and practices of payroll operations; ability to coordinate and supervise the work of others; ability to interpret moderately complex written material; ability to communicate effectively, both orally and in writing; skill in the use of a calculator; ability to use computer software as it applies to a payroll function*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, two (2) years of which must have substantially involved the preparation of payrolls and payroll reports and processing data and records, and one (1) year of which must have been in a non-routine or supervisory capacity.

NOTES:

1. Education beyond high school in Accounting, Account Keeping, Bookkeeping or related may be substituted for the required general experience on the basis of fifteen (15) credit hours for each year of the general experience, for up to two (2) years of the general experience.
2. A Bachelor's degree in Accounting may be deemed fully qualifying.

*To be demonstrated during the probationary period.