

PAYROLL ASSISTANT (FINANCE)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized payroll work involving responsibility for payroll processes for bi-weekly payrolls for Rockland County employees, using the County's automated integrated personnel/payroll system. The work is performed under the direction of a manager or administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Ensures that system-generated earning, pre and post tax deductions, taxable wages, and withholding taxes are accurately produced each bi-weekly pay period by completing processes to calculate and confirm amounts;

Completes journal entries that reflect and account for taxes and payroll deductions and expenses (e.g., medical insurance deductions, taxes, flexible spending reimbursements);

Generates reports of bi-weekly deductions for payments to vendors that handle payroll-related programs (e.g., deferred compensation, flexible spending);

Enters data into PeopleSoft from departmental time sheets in order to record hours worked, leave credit usage, overtime, etc. and reviews hours to identify errors and ensure accuracy;

Acts as liaison with departments to finalize payroll processes, including the approval of employee time sheets;

Reviews and ensures the accuracy of monthly retirement report submitted to New York State and makes changes, as needed, to record adjustments (e.g., employee suspensions, extended sick leave);

Uses computer applications and other automated systems in completing work assignments;

Responds to inquires and requests pertaining to payroll including by answering employee questions about paychecks, modifying direct deposits, adjusting deductions such as those for credit unions and college savings plans, and resolving issues regarding garnished employee paychecks, etc.;

Maintains payroll files (e.g. earnings records, retirement affidavits, direct deposits authorizations, W-4/IT-2104 forms, garnishment data, etc.);

Completes special payroll-related projects, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of arithmetic; good knowledge of record-keeping practices as they pertain to a payroll function; good knowledge of Rockland County's integrated payroll/personnel system (PeopleSoft)*; good knowledge of Rockland County department payroll processes*; ability to prepare a variety of payroll reports; ability to understand and carry out oral moderately complex oral and written instructions; ability to establish and maintain effective working relationships with others; ability to use computer software in completing work assignments*; ability to prepare a variety of structured reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, at least one (1) year of which substantially involved account-keeping responsibilities and/or the preparation of payrolls, payroll reports, payroll records, and/or processing payroll data (e.g., quarterly payroll taxes) and/or records.

(over)

NOTES:

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) in Business Administration, Business, Finance, Accounting, or comparable curriculum may be substituted for two (2) years of the required general experience.
2. A Bachelor's degree in Finance, Business Administration, Accounting, or comparable curriculum shall be deemed fully qualifying.

*To be demonstrated during the probationary period.