

PAYROLL SUPERVISOR (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This is payroll processing and supervisory work, which involves a responsibility for preparing payrolls; maintaining and updating codes and tables for a computerized payroll system; as well as supervising and coordinating the entire payroll process for a school district with 1500 employees. The work requires planning; a high degree of accuracy and confidentiality; and an understanding of the effects of code and table changes on a relational data base. The work is performed under the general supervision of a fiscal services administrator. Supervision is exercised over subordinate payroll personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and coordinates activities of workers in the preparation of a biweekly payroll for hourly, salaried and per diem workers;
Prepares the payroll for teachers, coaches and home tutoring;
Records, or directs recording of, new or changed pay rates in computerized payroll files;
Directs computation of pay according to school policy;
Directs compilation and preparation of other payroll data, such as pension, insurance, cafeteria plans, tax shelters and other payments and payroll deductions;
Designs charts and tables to be utilized in the computerized payroll system;
Identifies input/output problems and determines appropriate coding (e.g. terminated employee's record remains in the system but does not show up on W2 run, earnings to be split between the New York State employee and teacher retirement systems);
Identifies problems, researches and suggests solutions and informs those who need to know of the decisions;
Answers day-to-day questions and resolves problems that relate to the relational data base and the payroll process;
Anticipates and plans for contingencies (e.g. payroll to be prepared early because snow is expected on payday);
Organizes and assigns work to meet changes in the payroll schedule;
Coordinates payroll activities with BOCES so that payroll checks and reports are printed in a timely manner;
Interprets school policies and government regulations affecting payroll procedures;
Follows through on administrative directives (e.g. new employees must indicate in writing whether or not they want to join the retirement system before a check is issued to them);
Acts as liaison between the district and the New York State employee and teacher retirement systems;
Prepares or directs preparation of government reports;
Handles the details of salary garnishments (e.g. court order duly signed, where the check must go, receipt of final court order, when payments must stop);
Responds to requests for information when employees apply for loans;
Implements the record retention schedule for payroll records;
Suggests, devises and requests program modifications as needed (e.g. coding to automatically "step up" salaries per union contract);
Generates computer reports by putting together searches, queries and formats.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of arithmetic; thorough knowledge of record keeping principles and practices as they apply to a computerized payroll operation; good interpersonal skills; ability to understand and carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; ability to plan, schedule, coordinate and supervise the work of others; numerical aptitude and facility; ability to produce work with a high degree of accuracy; ability to create searches and queries to generate computerized reports; ability to work effectively under pressure.

(over)

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of work experience which involved the preparation of payrolls and payroll reports; two (2) years of which must have substantially* involved supervising subordinate workers and the analysis and management of the payroll function, including establishing and implementing procedures.

NOTE:

Education beyond high school in accounting, or related, may be substituted for one (1) year of substantial involvement analyzing and managing the payroll function, including establishing and implementing procedures

* Substantially involved is defined as more than one third of the time.