

PAYROLL SUPERVISOR

Department: Comptroller
Classification: Competitive
Specification Number: 1570
Approved: 3/30/22
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a college with federally authorized accreditation or registration by NY State with a Bachelor's Degree and one (1) year of payroll administration experience; or,**
- b) Graduation from a standard senior high school and five (5) years of payroll administration experience; or,**
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b).**

PROMOTIONAL

Two (2) years of permanent competitive status as a Chief Office Assistant, Principal Account Clerk or Administrative Assistant.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title participates in and supervises the processing of payrolls and payroll deductions for the Town and payroll deductions for the Town. The work involves the exercise of considerable judgment and initiative, and the individual is required to act as a liaison between the payroll operation and other departments. The work is performed under the general supervision of the Comptroller or Deputy Comptroller and is reviewed through conferences, consultations and the submission of required reports. Does related work as required.

TYPICAL WORK ACTIVITIES

- Participates in and supervises the activities of the payroll operation engaged in processing payrolls, payroll deductions and supplemental payrolls;**
- Supervises the record keeping of Social Security deductions;**
- Represents the Comptroller's office at meetings relating to payroll procedures;**
- Notifies employees regarding Workers' Compensation payments;**
- Reconciles figures for gross payroll and Federal, State and FICA deductions with data processing section;**
- Prepares various financial reports;**
- May audit accrued vacation and sick time for employees preparing for retirement.**

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of the forms, procedures and terminology involved in processing payrolls and payroll deductions; good knowledge of the methods used in preparing statistical reports; good knowledge of recent trends, current developments and sources of information in the areas of Federal, State and Social Security deductions and the prevailing vacation and sick time allowances; some knowledge of effective supervisory techniques; ability to make arithmetic computations rapidly and accurately; ability to express oneself clearly and concisely, both orally and in writing; good judgment; physical condition commensurate with the demands of the position.