

## **PAYROLL SPECIALIST (BOCES)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the performance of various administrative and specialized tasks to support the day-to-day payroll operations at Broome-Tioga BOCES. The incumbent has responsibility for processing and maintaining the employee database regarding salary and pay, and any adjustments or corrections. Responsibilities also include serving as the principal source of information to the time and attendance teams throughout BOCES. The work is performed under the general supervision of the BOCES Management Team, Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares reports to employee and government agencies and prepares all forms required by law, including but not limited to New York State Quarterly Tax, W-2 Federal wage reporting, Worker's Compensation Quarterly Reporting, Social Security Administration reporting, and the New York State Education Department;

Maintains personnel database regarding payroll;

Processes bi-weekly payroll for employees at BOCES;

Coordinates pay period activities across various departments;

Reviews, verifies and maintains departmental payroll submissions;

Accurately prepares payroll work in accordance with established procedures;

Examines pay period change reports;

Performs salary verifications on each change;

Prepares yearly pay calendars, pay schedules, and pay frequencies;

Prepares and maintains a variety of records pertaining to payroll activities;

Ensures compliance of payroll processing with Federal, State and Local laws;

Interprets and implements updates to payroll processing, including W-2 and retirement system reporting

Addresses and resolves employee payroll issues;

Prepares reports relevant to payroll;

Builds effective working relationships with internal contacts and administrative staff as well as external contacts such as government agencies, retirement systems, and banks;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

**PAYROLL SPECIALIST (BOCES) -cont'd**

Thorough knowledge of modern methods and techniques used in payroll processing and administration, payroll tax, and withholdings;

Thorough knowledge of record keeping best practices;

Good knowledge of record keeping methods and principles;

Working knowledge of office terminology, procedures and equipment;

Ability to prepare review and maintain a variety of reports;

Ability to formulate logical decisions;

Ability to meet stringent deadlines;

Ability to follow oral and written instructions;

Ability to communicate effectively both orally and in writing;

Ability to make arithmetic computations rapidly and accurately;

Ability to analyze and organize data and prepare records and reports;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases;

Ability to establish and maintain effective working relationship with others;

Strong time management, and problem-solving skills.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college of university with a Bachelor's degree in Business Administration, Accounting Finance, or closely related field and one year of experience maintaining payroll records or financial accounts and records;

B) Graduation from a regionally accredited or New York State registered college of university with an Associate's degree in Business Administration, Accounting Finance, or closely related field and three years of experience maintaining payroll records, or financial accounts and records;

C) Graduation from high school or possession of an equivalency diploma and five years of experience maintaining payroll records, or financial accounts and records;

D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.