PERSONNEL/PAYROLL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for preparing, processing and maintaining the functions of both personnel and payroll transactions for the Johnson City Central School District. The incumbent also functions as a resource to district employees on personnel and payroll matters. Payroll responsibilities include performing all payroll calculations, adjustments, stipends as well as maintaining all payroll files and records. Duties also include performing work related to the processing of the district accounts payable and accounts receivables. Personnel responsibilities include processing and maintaining paperwork necessary for Civil Service and personnel administration. The work is performed under the general supervision of the Assistant Superintendent of Administration with leeway allowed for the use of independent judgment. Supervises lower level departmental employees. Does related work as required.

TYPICAL WORK ACTIVITIES:
Computes and verifies information regarding employee's hours worked, deductions, overtime, tax changes, and related calculations;
Inputs information into payroll system to generate payroll checks;
Prepares and maintains a variety of payroll records;
Prepares payroll reports for State and Federal payroll taxes as well as monthly retirement report for New York State Employees Retirement System;
Responds to inquiries from employees, department heads and outside agencies concerning payroll and personnel matters;
Reviews and prepares a variety of documents such as claim forms, vouchers, purchase orders, account payables and account receivables;
Posts and reconciles all account entries, both debits and credits;
Responsible for preparation and reconciliation of bank deposits, checks for disbursement, and balancing of bank accounts;
Reviews personnel transactions to ensure they are in accordance with Civil Service Law and Rules, and with district personnel administration requirements;
Responds to inquiries regarding personnel and payroll policies and issues;
Prepares and maintains personnel files on district employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

PERSONNEL/PAYROLL COORDINATOR-cont'd

Good knowledge of modern methods used in maintaining financial accounts and records;
Good knowledge of modern methods used in maintaining payroll accounts and records;
Good knowledge of the principles and practices used in accounting and bookkeeping;
Good knowledge of office terminology, procedures and equipment;
Working knowledge of the principles and practices of personnel administration;
Working knowledge of computer software applications;
Working knowledge of New York State Civil Service Law and the Broome County Rules for the Classified Service;
Ability to communicate effectively both orally and in writing;
Ability to prepare and maintain accurate records and reports;
Ability to analyze and organize data and prepare records and reports;
Ability to establish and maintain effective working relationships with others;
Ability to plan and schedule work assignments;
Ability to meet stringent deadlines;
Ability to formulate logical decisions;
Ability to plan and supervise the work of others
Ability to interpret and explain personnel and payroll matters;
Ability to identify and correct errors in mathematical computations and improper entries on a variety of documents;
Skill in mathematical computations;
Self-motivator;
Dependable;
Cooperative.

MINIMUM QUALIFICATIONS:
A) Graduation from a regionally accredited or registered New York State college or university with a Bachelor's degree and three years' experience maintaining payroll and personnel records; OR
B) Graduation from a regionally accredited or registered New York State college or university with an Associate's degree and five years' experience maintaining payroll and personnel records; OR
C) An equivalent combination of training and experience as described in A) and B) above.