

**Geneva City School vacancy:  
Starting rate: \$27.00 - \$28.50/hr.**

Under the NY HELP Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELP Program, please visit <https://www.cs.ny.gov/help/faq.cfm>.

**PAYROLL SPECIALIST**

**MINIMUM QUALIFICATIONS: EITHER:**

1. Possession of an Associate's Degree, or higher, in Business or Accounting AND one (1) year of full-time paid, or its part-time equivalent, accounting OR complete payroll processing experience which must include preparation and filing of all required federal, state and local reports; OR
2. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of experience as described in (1) above; OR
3. An equivalent combination of training and experience as described above.

**SPECIAL NOTE: EDUCATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

**DISTINGUISHING FEATURES OF THE CLASS:** This position performs specialized clerical tasks with major emphasis on the preparation, processing and maintenance of payrolls and requires a high degree of accuracy and the ability to plan and organize the full payroll process. The work involves responsibility for applying departmental procedures and practices to all payroll-related tasks. It also requires an understanding of labor contracts, rules, policies and procedures. Maintenance of confidential records as well as providing human resources with a variety of information is also required. Supervision is exercised over other payroll staff. Work is performed under general supervision with leeway for exercise of independent judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Analyzes, prepares and inputs payroll data accurately and in a timely manner;  
Reviews wages computed and corrects errors to ensure accuracy of payroll;  
Maintains changes in payroll records;  
Ensures compliance with all applicable state and federal wage and hour laws;  
Develops and maintains detailed documentation of operational procedures and policies;  
Prepares journal entries for payroll and verifies balances of payroll and trust accounts;  
Performs various journal entries, account reconciliations, and provides general ledger support;  
Uses the automated payroll system to calculate and pay retroactive pays and make various adjustments;  
Verifies employee deductions and makes necessary adjustments;  
Addresses W-2 questions and distributes yearly;

Continued on Page 2

PAYROLL SPECIALIST

TYPICAL WORK ACTIVITIES: (Continued)

Advises employees and supervisors on payroll policies and regulations;  
Handles questions and complaints in regards to payroll issues;  
Prepares periodic reports (gross payroll, hours worked, vacation accrual, tax deductions, benefits deductions, etc.);  
Performs basic queries to audit the accuracy of the payroll system;  
Processes and verifies the accuracy of New York State retirement funds received;  
Prepares monthly retirement reports and submits them to New York State verifying that credits and salaries reported are correct;  
Maintains unemployment, disability and other insurance records;  
Maintains I-9 documentation and tax withholding forms;  
Completes employment verification.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the methods and techniques required in payroll processing and administration; thorough knowledge of State and Federal rules, regulations and laws that govern tax withholding, reporting and compliance; good knowledge of recordkeeping methods and principles; good knowledge of computerized payroll systems; working knowledge of office terminology, procedures and equipment; ability to follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to prepare accurate reports and summaries; ability to work cooperatively with others; ability to operate various office equipment initiative; physical condition commensurate with the demands of the position.

APPROVED: DECEMBER 20, 2012

REVISED: JUNE 28, 2019, APRIL 20, 2023

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

Effective 6/28/19 Wayne-Finger Lakes BOCES adopted this job description and will transition away from the Payroll Specialist (BOCES) specifications.