

Payroll Examiner

GENERAL STATEMENT OF DUTIES: Performs facility payroll or a segment of a payroll program, which entails the preparation of the regular, lag, and special payrolls.

DISTINGUISHING FEATURES OF THE CLASS: This payroll program is an agency with a payroll of 50 to 500 employees; performs the full range of payroll processing tasks and activities as workload requires.

EXAMPLES OF WORK: (Illustrative only)

Preparation of reports to NYS retirement systems

Maintain NYS retirement system records and reports

The process of onboarding of new employees and removal of hired separated employees

Preparation of W-2 files, social security tax reports and related year end payroll tax reports

Tracking the accrual and use of leave credits for employees an application of union agreements

Reconcile bank statements, print vendor checks, initiate bank transfers and make journal entries

Maintain accurate and organized payroll records and documentation in accordance with policies and state regulations

Duties related to data entry to update and maintain software system with employee information, tax rates, benefits deductions and other required data

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Excellent attention to detail; exceptional mathematical and calculation skills; verbal and written communication skills; knowledge of payroll software; knowledge of payroll, garnishments and benefits; multitasking abilities, good research and analysis skills; ability to prepare spread sheet and reports; exceptional computer skills.

ACCEPTABLE EXPERIENCE AND TRAINING: High school diploma or equivalent required; Associate's degree in accounting, business administration or a related field preferred. At least five (5) years of experience processing payroll for entities with 50 or more employees; or at least three (3) years of experience processing payroll for entities with 100 or more employees. Demonstrated, hands-on payroll processing experience is essential.