



EMPLOYMENT OPPORTUNITIES

2023 JAN 27 AM 11:11

THE CITY OF WHITE PLAINS FINANCE DEPARTMENT SENIOR PAYROLL CLERK

Salary Range: \$60,443 - \$77,889 (hired on or after 07/01/2016)
Salary Range: \$68,450 - \$91,553 (hired on or before 06/30/2016)

Under general supervision, an incumbent of this position performs centralized payroll systems work as part of the automated payroll/personnel system. This class differs from Payroll Clerk by the more complex tasks assigned and greater amount of independence in performing tasks. Supervision is not normally a requirement of this position, however may function in a lead capacity and provide training in internal procedures.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either:

- (A) Five (5) years of financial record keeping experience, two (2) years of which must have involved the processing of payrolls and supporting documents on an automated system for at least 50 employees; or
- (B) Satisfactory completion of 30 credits at a recognized college or university* may be substituted for each year of the financial record keeping experience requirement in (a), but must include the two (2) years of specialized experience.

***NOTE:** 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.nygovjobseeker/degrees.cfm>. You must pay the required evaluation fee.

If interested, please send resume to: **Sergio Sensi, Commissioner of Finance**
255 Main Street, Finance Department
White Plains, NY 10601
E-mail: ssensi@whiteplainsny.gov
Tel: (914) 422-1235; Fax: (914) 422-1273

EQUAL OPPORTUNITY EMPLOYER

For other recruitment information, call the 24 hour Information Line at (914) 422-1279

RELEASE DATE: 1/23

CITY OF WHITE PLAINS

SENIOR PAYROLL CLERK

GRADE: 10
M/C BOE
EEO JOB CATEGORY: 06

UNION CODE: CSEA
M/C-BOE
TITLE NO.: 4007

JUR. CLASS: Competitive

GENERAL STATEMENT OF DUTIES: Performs difficult clerical tasks in the preparation of payrolls; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs centralized payroll systems work as part of the automated payroll/personnel system. This class differs from Payroll Clerk by the more complex tasks assigned and greater amount of independence in performing tasks. Supervision is not normally a requirement of this position.

EXAMPLES OF WORK: (Illustrative only)

Verifies and inputs payroll deductions, to insure deductions are allowable in accordance with union agreement, health benefits, taxation and amounts;
Verifies and inputs changes affecting payrolls, such as promotions, transfers, address changes, new hires, resignations, etc;
Verifies automated payroll records to insure accuracy with reported time and leave accruals, overtime, etc;
Maintains and prepares for storage in both manual and automated formats, all necessary payroll records;
Answers inquiries regarding payrolls to authorized persons;
Prepares and generates reports pertaining to payroll matters for NY State Retirement System and other required reports;
Conducts payroll reconciliation to insure accuracy of generated checks, appropriate account charges, reporting, problem resolution, etc.;
Examines payroll and budget codes for accuracy;
Audits final lump sum payment to those terminating employment;
Verifies, processes and prepares manual checks as needed and enters information into automated payroll;
Handles requests for employment verification (NYSERS, mortgages, etc.);
Handles requests of information by employees, Retirement System, IRS, Support Collections, Section 8 Housing, and others.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Federal, State and Local laws, rules and regulations regarding payroll preparation; thorough knowledge of payroll record keeping principles and practices; good arithmetic ability; ability to use office adding machines, calculators and personal computers; good knowledge of the methods used in payroll and financial record keeping in an automated environment; knowledge in the practices and procedures used in payroll auditing; ability to understand complex oral and written directions; ability to get along well with others; physical condition commensurate with the

demands of the position.

SENIOR PAYROLL CLERK (CONT'D)

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either:

- (A) Five (5) years of financial record keeping experience, two (2) years of which must have involved the processing of payrolls and supporting documents on an automated system for at least 50 employees; or
- (B) Satisfactory completion of 30 credits* at a recognized college or university may be substituted for each year of the financial record keeping experience requirement in (a), but must include the two (2) years of specialized experience.

***NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post secondary degree granting institution.

TD:tc

2/99

{f:shared/jobspecs/SnrPayCk}