

PAYROLL SUPERVISOR (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work that involves responsibility for supervising a school district's payroll function. The incumbent is responsible for accurate and timely payroll processing and ensures compliance with tax laws, garnishment and retirement procedures, and other payroll regulations and activities. The work is performed under the general supervision of a higher-level administrator and supervision is provided to lower-level payroll personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the accurate and timely preparation of a school district's payroll;
Ensures the proper entry of new or revised pay rates in payroll system;
Directs computation of pay according to school policy and Collective Bargaining Agreements (CBAs);
Oversees the gathering and preparation of other payroll data, such as pension, insurance, cafeteria plans, tax shelters and other payments and payroll deductions;
Oversees the maintenance of employee payroll records, including new hires, terminations, salary changes, benefits enrollment, etc.;
Manages the payroll system and coordinates with Information Technology Department for any necessary updates, troubleshooting or improvements;
Implements improved automation to maximize payroll productivity and quality including testing and system analysis as required;
Addresses and resolves payroll discrepancies or employee payroll-related concerns;
Investigates and resolves issues related to benefits, deductions and payroll errors;
Organizes and assigns work to meet changes in the payroll schedule;
Interprets school policies and government regulations affecting payroll procedures;
Follows through on administrative directives;
Acts as liaison between the district and New York State employee and teacher retirement systems;
Prepares or directs preparation of required payroll reports to federal, state and local agencies;
Handles the details of salary garnishments;
Responds to requests for information;
Implements the payroll records retention schedule;
Generates computer reports by conducting searches, queries and formats.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods and procedures of processing and preparing payroll records and accounts; thorough knowledge of arithmetic; thorough knowledge of record keeping principles and practices as they apply to a payroll function; good knowledge of state and federal rules, regulations and laws related to payroll administration; ability to understand and carry out complex oral and written instructions; ability to establish and maintain effective working relationships with others; ability to read and interpret Collective Bargaining Agreements (CBAs) and implement changes associated by these agreements*; ability to communicate effectively, both orally and in writing; ability to plan, schedule, coordinate and supervise the work of others; ability to produce work with a high degree of accuracy; ability to prepare a variety of payroll reports; ability to use computer software in the completion of assignments*; ability to work effectively under pressure.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and five (5) years of work experience which involved the analysis and management of the payroll function, including establishing and implementing procedures, one (1) year of which must have been in a supervisory capacity; or

(over)

2. An Associate's degree in Accounting, Mathematics, Business or comparable degree and three (3) years of work experience which involved the analysis and management of the payroll function, including establishing and implementing procedures, one (1) year of which must have been in a supervisory capacity; or
3. A Bachelor's degree or higher in Accounting, Mathematics, Business or comparable degree and one (1) year of supervisory work experience which involved the analysis and management of the payroll function, including establishing and implementing procedures.

*To be demonstrated during the probationary period.

R.C.D.P. (10.08.2015) 04.11.2025
Competitive

06.18.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.