

## ASSISTANT PAYROLL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Payroll Manager the incumbent of this class supervises the auditing, processing, distribution and reconciliation of the Westchester Medical Center payroll, deductions and garnishments in accordance with tax laws and Federal and State regulations. Responsibility involves the development and implementation of new methods and procedures for payroll reporting and auditing to ensure implementation of all rules, regulations, and laws affecting employee payrolls. Independent judgment is exercised within prescribed financial and administrative policies. Supervision is exercised over clerical staff and administrative supervision is exercised over departmental timekeepers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises, schedules, distributes and reviews the workload for the payroll office;

Supervises and trains staff in payroll auditing procedures, data entry and reconciliation;

Assists in the planning and implementation of new and more effective operating procedures;

Participates in auditing the time and attendance sheets submitted by departments to ensure consistency with policies, practices, labor agreements and FLSA;

Advises timekeepers in departments of correct procedures, explains methods and conducts training on new system, forms and procedures;

Interprets rules and regulations of social security, retirement, insurance, garnishments, deferred compensation and other deductions;

Audits payrolls for proper application of social security and retirement laws and regulations, budget allocations, restrictions, administrative policies, and other laws as applicable;

Reviews retroactive calculations, supplemental runs and "special checks" to ensure accurate calculations and tax computations are applied;

Supervises calculations for social security, health insurance, withholding taxes, retirement and other deductions, with necessary remittances;

Implements payroll and personnel changes as mandated by union contracts, board acts, etc.;

Assists in the preparation of the department's annual budget.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of payroll procedures, especially with reference to Medical Center processes; thorough knowledge of the practices and principles of payroll auditing; good knowledge of federal and state tax laws related to employee payrolls as well as social security rules and regulations; ability to make accurate computations; ability to supervise the work of others; ability to maintain and establish effective working relationships; ability to communicate effectively, both orally and in writing; ability to comprehend verbal and written directions; tactful; dependable; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and six years of payroll experience, three of which must have involved the processing of personnel/payroll and supporting papers on an automated system for at least five hundred employees, one year of which must have been in a supervisory capacity.

SUBSTITUTIONS: Satisfactory completion of 30 credits toward an Associate's Degree\* or a Bachelor's Degree\* may be substituted for one year of the general office experience exclusive of the three years of specialized experience.

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