

PROGRAM ADMINISTRATOR (PAYROLL AUDIT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the day to day administration of the Westchester County Payroll Plan, Deferred Compensation Plan and Retirement System plan. This position is located in both the Finance Department and the Business Office of the Westchester Community College. A considerable amount of independent judgment is exercised in implementing program guidelines and ensuring that unit operations comply with all Federal and State rules and regulations as they pertain to payroll deductions, deferred compensation plans and social security deductions. Supervision is exercised over a small number of subordinate program and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the auditing, processing, distribution and reconciliation of the County or Westchester Community College payroll;

Approves the running of the bi-weekly payroll;

Evaluates, develops, and implements new and existing methods and procedures for payroll reporting and auditing to ensure effective administration of payroll programs and proper implementation of all rules, regulations and laws effecting employee payrolls;

Produces and audits W-2 forms, federal 941, State WT-4A and 4B reports, retirement reports, and prepares and compiles data for the other required forms and reports;

Schedules work assignments for subordinate clerical support personnel, ensures that tasks are completed and provides instruction in program procedures;

Ensures proper enrollment of employees in the Retirement System(s) and the Westchester County Deferred Compensation Plan, based upon eligibility guidelines, termination and changes as required;

Responds to and resolves employee and departmental complaints or problems;

Contacts deferred compensation carriers, Retirement System, employees, and eligible former employees to ensure implementation of and compliance with program requirements;

Analyzes and interprets new or revised requirements or programs for the purpose of determining their impact upon existing administrative and procedural activities;

Sets up and maintains security profiles for payroll, personnel and budget users of automated payroll systems;

Supervises direct deposit accounts for county employees;

Provides explanation of retirement programs to employees as well as departmental representatives;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Assists with orientation of new employees, explaining retirement, deferred compensation and payroll policies;

May perform other incidental tasks, as needed.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of Deferred Compensation plans, Payroll Plan, and the Retirement System plans; including the Federal Social Security System, including benefit limits; eligibility criteria; administrative, and procedural requirements; Good knowledge of other State and County rules, regulations, agreements and procedures that affect assigned benefit programs; good knowledge of the 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 evaluate and analyze potential program problem areas and to formulate and recommend workable solutions; ability to prepare detailed and coherent written reports and procedures; ability to gather and organize pertinent data and to draw appropriate conclusions; ability to establish and maintain effective working relationships; ability to deal effectively with County employees; ability to instruct subordinates and departmental representatives in program procedures; ability to supervise, plan and coordinate the work of subordinates and ensure completion of assigned tasks; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; judgment; integrity; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) a Bachelor's Degree* in Accounting, Business Administration or related area, and four years of supervisory experience in the auditing or preparation of a payroll on an automated system for at least five hundred employees; or (b) eight years of experience in auditing and preparation of a payroll using an automated system for at least five hundred employees, four years of which were at a supervisory level; (c) a satisfactory equivalent combination of the forgoing training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: Satisfactory completion of a Master's Degree* in Public Administration, Business Administration, Personnel Management, or related field may be substituted for one year of the experience.

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.