

PROGRAM SPECIALIST (PAYROLL AUDITING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class supervises the auditing, processing, distribution and reconciliation of the entire County or Medical Center payroll and related documentation. Responsibility involves the development and implementation of new methods and procedures for payroll reporting and auditing to insure implementation of all rules, regulations, and laws affecting employee payrolls. Independent judgement is exercised within prescribed financial and administrative policies. Supervision is exercised over subordinate payroll audit clerks, and administrative supervision is exercised over departmental payroll clerks. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Schedules, distributes and reviews the work load for the payroll audit section;

Supervises and trains clerks in payroll auditing procedures;

Participates in auditing the time and attendance sheets submitted by departments;

Reviews format and evaluates data on time sheets;

Advises payroll clerks in departments of correct procedures and explains methods of automated computation;

Interprets rules and regulations of social security, retirement, insurance, and hospitalization;

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

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

Establishes and maintains controls to check accuracy of information updating salaries, taxes, bonds, retirement, insurances, etc., makes changes as needed to correct errors;

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

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of payroll procedures, especially with reference to county processes; good knowledge of principles of payroll auditing; good knowledge of federal and state tax laws related to

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employee payrolls as well as social security rules and regulations; good knowledge of automated payroll operations and procedures; familiarity with personnel and budget procedures; ability to work with complex mathematical computations; ability to supervise the work of others; ability to get along well with others and to deal effectively with other County or Medical departments; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; accuracy; initiative; physical condition commensurate with the requirement of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) a Bachelor's Degree* in Accounting or Business Administration or related major and two years of supervisory experience in the auditing or preparation of a payroll on an automated system for at least five hundred employees; or (b) six years of experience in the auditing or preparation of a payroll using an automated system for at least five hundred employees, two of which must have been at a supervisory level; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: Post graduate* education, which must have included at least 12 credits in finance, accounting or business, may be substituted at the rate of 30 credits per year of experience, exclusive of the supervisory 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.

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