

WMC PAYROLL SYSTEM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for developing, installing, managing, administering, modifying, and maintaining all processes, policies, and procedures related to data management of payroll information. The incumbent leads and provides functional and technical support and guidance which results in the appropriate recording of time and attendance records, and the issuance of paychecks in compliance with all applicable tax laws and filing requirements; garnishment calculations, procedures and submission requirements; and other payroll related regulations. In addition the incumbent has responsibility for auditing and reporting as well as the accurate and timely in-house payroll processing of the Westchester Medical Center payroll. The Director acts as the primary contact with software vendors to make certain that required updates and patches are applied in a timely manner to ensure optimal operation of the payroll system. Coordinating system modifications and enhancements with the WMC HRIS Manager to maintain optimal operating performance and utilization of system features is an additional responsibility. Supervision is exercised over subordinate technical, support and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages payroll information systems support including system design and implementation, troubleshooting, staff training and equipment acquisition;

Develops detailed system specifications and designs, programs work flow rules and scenarios and develops and maintains associated documentation;

Directs the analysis, preparation and input of payroll data;

Directs audits of the Medical Center's payroll to ensure compliance with garnishment, tax changes, and tax compliance as well as Federal and State laws;

Ensures proper compliance with union labor contracts in regard to pay provisions;

Directs the preparation of weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefits deductions, etc.) for management;

Advised Information Systems on all Payroll system design and utilization;

Develops policies and procedures for payroll processing and adjustments;

Maintains payroll data integrity through workflow analysis and quality assurance;

Coordinates with the WMC HRIS Manager to ensure the integration of the Payroll system to the Human Resources, Benefits, Scheduling, and Time and Attendance system modules;

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

Prepares various journal entries, account reconciliations, and provides general ledger support;

Acts independently to resolve all payroll inconsistencies in timely and accurate manner;

Directs quarterly and year-end activities including tax reporting and submission, wage reconciliation, and W-2 processing;

Plans for the accommodation of regulatory, policy and procedural changes as they relate to the Payroll and Time and Leave system;

Trains staff in the proper operation and functions of the payroll system;

Interfaces and coordinates with Human Resources, Information Systems, Budget, Finance, and other Hospital divisions as required;

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

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

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of automated payroll systems and procedures; thorough knowledge of the principles of payroll auditing and balancing; thorough knowledge of Kronos systems particularly those that relate to payroll and time and attendance functions; thorough knowledge of payroll, payroll tax issues and federal and state laws such as the Fair Labor Standards act, ERISA, Social Security act, and Unemployment Insurance; good knowledge of benefit programs and deductions rules; good knowledge of the principles of payroll auditing; ability to plan and manage multiple projects; ability to identify, analyze and resolve complex issues; ability to identify future issues, risks and opportunities as they relate to payroll administration; ability to assess implications of policy decisions for payroll; ability to interpret complex statistics and present logical reports; ability to establish and maintain effective working relationships; ability to instruct subordinates, software vendors, systems personnel and others in program procedures and system usage; 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; sound judgment; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree* and five years of technical automated payroll systems experience which included as a primary function of the position responsibility for complex payroll processes such as payroll tax reporting, compliance and garnishments, two of which involved implementing new systems.

SUBSTITUTION: Possession of a Master's Degree* in Accounting, Finance, Business Administration, or related degree may be substituted for one year of the above stated general experience.

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

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Job Class Code: E0862
Job Group: flat rate