

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PAYROLL SUPERVISOR
Code: 040275 CNP
Page : 1 of 2
Competitive

GENERAL STATEMENT OF DUTIES

Performs responsible supervisory duties in the processing of payrolls and applying established departmental procedures and practices; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of considerable independent judgment in planning, organizing, and directing subordinate personnel engaged in processing payrolls.

TYPICAL DUTIES

- * 1. Supervises subordinate personnel engaged in processing payrolls and preparing reports of disbursements.
- * 2. Supervises the maintenance of timekeeping and attendance reports, and interprets various contract provision relevant to attendant.
- * 3. Supervises the preparation and reconciliation of reports to the Teachers' and Employees' Retirement Systems.
- * 4. Sets up internal audit procedures for both payroll and timekeeping functions.
- * 5. Supervises and participates in the preparation of Federal, State, and Social Security tax payments and reports.
- * 6. Supervises computation and implementation of payroll deductions, including union dues, garnisheeing of salaries, disability insurance, credit union, tax sheltered annuities, and U. S. Savings bonds.
- * 7. Oversees all aspects of tax shelter annuities, and interacts with both agents and employees.
- * 8. Answers inquiries relative to payroll matters.
- * 9. Acts as liaison between the Personnel and Data Processing Departments regarding payroll processing.
- 10. Compiles data for studies, as required.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of modern office practices, procedures, and equipment.
2. Extensive knowledge of bookkeeping methods and principles.
3. Ability to understand and carry out complex oral and written directions.
4. Ability to plan, assign, and supervise the work of subordinates.
5. Ability to establish and maintain effective working relationships with employees and the public.
6. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

1. A two-year certificate in Accounting, or an Associate's degree in a business curriculum, which included courses in accounting, from a regionally accredited or New York State registered business school, college, or university
and
Four years of satisfactory experience computing payrolls and/or auditing payrolls, including two years in a supervisory capacity;
or
2. Graduation from high school
and
Six years of satisfactory experience computing payrolls and/or auditing payrolls, including two years in a supervisory capacity.

NOTE: Experience, as outlined in (2) above, in excess of the six-year requirement, may be substituted for high school education on a year-for-year basis up to a maximum of two years.

[Go Back](#)