

CITY OF NIAGARA FALLS PAYROLL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the supervision of those financial activities related to the preparation and maintenance of municipal payrolls. The employee in this class supervises all employees whose duties include payroll functions, responsible for cost distribution of payrolls and adheres to budget appropriations of all payrolls. The employee is required to assemble by departments and divisions the payroll appropriations needed for budget preparation and is responsible for the completion of all payroll reports required by the Federal and State governments. The work is performed under the general direction of the City Controller in accordance with prescribed policies and procedures and in accordance with local ordinances and agreements. The Payroll Supervisor performs related work as required.

TYPICAL WORK ACTIVITIES:

Supervises employees working on payroll forms and records;
Prepares revised payroll when changes in employees' salaries or wages are made because of union agreements;
Prepares payroll information for inclusion on future budgets;
Computes salary and wage schedules when changes occur;
Reviews payroll changes for adherence to budgetary requirements;
Supervises employees who check time sheets for accuracy;
Prepares and transmits payroll wages via electronic transfers to all banks and transmits via electronic transfer all payroll taxes insuring timely payment;
Reviews completed payrolls and prepares warrants for payment of payroll and all payroll deductions;
Prepares all payroll reports required by the Federal and State governments such as Form 941 and New York State Social Security form;
Submits to budget official department payrolls summarized by positions for the ensuing budget year;
Evaluates the payroll control records and procedures of the various City departments and units to insure adherence to budgetary requirements;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of general payroll procedures; ability to understand and carry out administrative directions; ability to deal effectively and courteously with people; integrity; tact and courtesy; good address; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

Candidates must be permanently employed in the competitive class for the City of Niagara Falls and must have serviced continuously on a permanent basis in a clerical position in grade 19 or higher for two (2) years immediately preceding the date of the written exam.

OPEN-COMPETITIVE: EITHER

(A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in Business Administration or related field and two (2) years of experience in government payroll processing and government administrative work and office management;

OR

(B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree in Business Administration and four (4) years experience as defined in (A);

OR

(C) Graduation from high school and six (6) years experience as defined in (A);

Starting Salary: \$47,936.80
City of Niagara Falls
H/R Department
Room 14 –City Hall
P.O. Box 69
Niagara Falls, NY 14302-0069
FAX 716-286-4352
nf.jobs@niagarafallsny.gov

E.O.E.