PAYROLL SPECIALIST - TC3 Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Labor Grade: 0

Approved: 4/15/2008 **Revised:** 10/2025

By: HB, Deputy Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in accounting, business administration or a closely related field AND two years of full-time paid experience in payroll processing OR
- 2. Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid experience in payroll processing.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

Responsible for payroll processing, benefits allocation, retirement and tax reporting. The position also encompasses administration of computer operations related to payroll, fringe benefits, and deductions including financial reporting and statistical data maintenance. The Payroll Specialist collaborates with and provides direction to employees, department heads, and administration on a variety of issues. The work is performed under general supervision of the Comptroller with wide latitude for independent judgment. Supervision of others is not generally a function of this class. This position works closely with the Human Resources department.

TYPICAL WORK ACTIVITIES:

- 1. Audits payroll timecards for all departments for critical errors.
- 2. Applies various contract provisions, ensuring accuracy with shift differentials, paid time off, holiday pay, etc.
- 3. Inputs payroll data to the computer system, edits, and troubleshoots payroll runs.
- 4. Prepares various reports related to payroll.
- 5. Reconciles payroll accrual and expense accounts to payroll records.
- 6. Prepares and distributes Agency payments. These payments include, but are not limited to, garnishments, union dues, tax distributions, etc.
- 7. Prepares monthly state fiscal reports and payroll related reports including, but not limited to, unemployment insurance, health insurance, flex benefit program, State Insurance fund, TIAA CREF, and the New York State Retirement System.
- 8. Maintains payroll file. IE: payroll journal, general ledger and other documentation for payroll input, monitors employee deduction changes, gross earnings updates, etc.
- 9. Reconciles Federal Workstudy payroll and coordinates with Financial Aid for Federal Reimbursement.
- 10. Works closely with the Comptroller and VP of Finance to monitor annual payroll budget.
- 11. Maintains control of year-to-date and quarter-to-date figures to balance; Makes retroactive adjustments to payroll records, prepares, and reconciles corresponding reports.
- 12. Responsible for the annual Workers' Compensation audits; assists Comptroller with other annual audits.
- 13. Maintains a current knowledge of the field through professional development opportunities.
- 14. Performs all other related duties as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- 1. Thorough knowledge of modern methods used in maintaining financial payroll records.
- 2. Thorough knowledge of office terminology, procedures, equipment, and business English.
- 3. Good knowledge of Federal and State payroll laws.
- 4. Good knowledge of the New York State retirement regulations concerning payroll.
- 5. Considerable interpersonal skills are necessary to teach, instruct, advise, plan, and coordinate payroll processes.
- 6. Ability to make complex arithmetic computations.
- 7. Ability to analyze and organize complex data and to prepare records and reports.
- 8. Ability to understand and interpret complex oral instructions and/or written directions.
- 9. Ability to develop effective working relationships and deal diplomatically with the public.
- 10. Ability to perform close, detailed work involving considerable visual effort and concentration.
- 11. Integrity and good judgment in solving complex account keeping problems.

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