



Town of Lancaster

OFFICE OF THE SUPERVISOR

21 Central Avenue
Lancaster, New York 14086
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JOHANNA M. COLEMAN
Supervisor

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The Town of Lancaster Supervisor's Office is accepting applications for the position of Payroll Supervisor part-time. Please refer to the following job description for further information regarding specific job duties and requirements. Please note that this is a provisional competitive position that requires successful completion of a civil service examination and requires Town of Lancaster residency (please refer to the residency requirements link on the previous page for further information). Questions may be directed to Johanna Coleman, Town Supervisor, at (716) 683-1610.

Completed employment applications and resumes may be mailed or delivered to:

Office of the Supervisor
21 Central Avenue
Lancaster, NY 14086

PAYROLL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the responsibility for the preparation, planning, coordination, and supervision of the payroll function in a local municipality. This is a technical supervisory position responsible for supervising and coordinating payroll preparation, recording and reporting requirements and related activities. Work includes establishing standards, implementing quality control mechanisms, developing estimates, initiating responses to audit recommendations, and assisting with budget preparations. Incumbent is also involved in workflow, productivity and work simplification, and the efficient and effective use and integration of computer hardware and software into daily operations. Work is performed under the direct supervision of higher-level administrative staff and in accordance with local municipal policy and legal requirements. Supervision is exercised over lower level technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the production of the payroll and supervises clerical and accounting operations in the payroll department;
Compiles payroll information and keeps associated records;
Organizes departmental work to meet schedules and deadlines;
Maintains related files and records in connection with forms, correspondence, and reports; answers routine inquiries on employee records;
Responds to requests for special reports and information using the payroll system;
Assists in preparation of budgets for operating budgets;
Prepares regular, periodic State and local tax reports;
Interfaces with the accounting department on all general ledger/accounting matters related to payroll, and computer interface issues;
Attends departmental meetings on payroll topics;
Advises supervisor in development and enforcement of payroll policies, practices, and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of computerized payroll operations, business methods and terminology, business accounting and/or payroll software; thorough knowledge of State and Federal payroll tax laws and legislation pertaining to payroll (IRS, FMLA, ADA, FLSA, etc.); good knowledge of generally accepted accounting principals, business arithmetic and English; familiarity with a computerized office environment; good writing and problem solving skills; ability to interact with a variety of different people and personalities; to understand and follow detailed oral and written instructions, interpret and explain policies and procedures; accuracy; initiative; dependability; physically capable of performing the essential functions of the position with or reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Accounting, Business Administration, or related field, and two (2) years of business experience which included responsibility for payroll, or:
- B. Graduation from high school or possession of a high school equivalency diploma and six (6) years of business experience which includes two (2) years of payroll supervision; or:
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirement.