

**PAYROLL MANAGER – CHAUTAUQUA COUNTY GOVERNMENT**

**DEPARTMENT OF FINANCE**

The Chautauqua County Department of Finance is seeking to fill one (1) Full-Time (40 hours/week) Payroll Manager position to work out of the Mayville, New York campus. The Payroll Manager is an important management position involving responsibility for supervising the payroll division of the Department of Finance and for independently administering and providing oversight and direction to all county timekeeping staff. Does related work as required. Salary commensurate with experience.

**Typical Work Activities May Include:**

- Manages and supervises the day-to-day functions of the Payroll Division and assigned staff;
- Stays current on NYS, DOL and IRS rules pertaining to pay and wage deductions;
- Develops policy, processes, procedures and related training materials for time keeping and payroll processing;
- Communicates and trains employees on payroll policies and procedures;
- Schedules and processes special pays, such as employer Health Savings Account contributions and retiree cash out payments;
- Prepares and processes payroll allocations and general ledger journal entries;
- Processes employer payroll tax payments;
- Coordinates Manager’s Life Insurance Billing with Human Resources;
- Oversees recording of deductions for Personal Use of County Vehicles;
- Responsible for NYS Local Retirement System reporting;
- Responsible for Voluntary Defined Contribution plan payments;
- Monitors Board of Elections earnings and makes employment change suggestions where appropriate;
- Prepares and develops custom reports as required;
- Tests and implements software updates as needed;
- Maintains Payroll Division web page;
- Processes retro insurance adjustments and reconciles insurance accounts at year end, prior to issuing W2s;
- Works in conjunction with the Human Resources Department to resolve payroll issues, set policies and interpret collective bargaining agreement language as necessary;
- Responds to Payroll Division inquiries as necessary.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

**Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Flex Spending Account                                   | - Personal Days             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Life Insurance            |
| - Wellness Program  |                             |

**Minimum Qualifications:** A successful candidate must be a high school graduate or possess a high school equivalency diploma and meet **EITHER** of the following:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s degree in Finance, Business Administration or Economics and two (2) years of full-time work experience in a position primarily responsible for the management of large-scale payroll processing, which shall have included supervisory duties; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate’s degree in Finance, Business Administration or Economics and four (4) years of full-time work experience in a

position primarily responsible for the management of large-scale payroll processing, which shall have included supervisory duties. **OR**

- C. Must be permanently employed in the competitive class in the Chautauqua County Department of Finance and must be serving or have served continuously on a permanent basis for two (2) years as a Payroll Coordinator immediately preceding the date of appointment or the date of the written test.

**Application Process:** Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: [chqgov.com](http://chqgov.com) and ***return it, along with a copy of diploma/degree/transcripts,*** to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to [Countyemploy@chqgov.com](mailto:Countyemploy@chqgov.com)

Chautauqua County Government is an Equal Opportunity Employer