

Assistant Payroll Coordinator

Job Code: 3615
Location: Tioga County Treasurer
Classification: Competitive
Salary Grade: M/C
Adopted: 03/10/2026; Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Payroll Coordinator with all aspects of payroll processing for Tioga County. Responsibilities include data control, bi-weekly payroll reconciliation and processing, maintenance of tables, periodic cycles, report generation, and interfacing with the general ledger using a financial software system. Duties are carried out in compliance with all applicable federal and state laws, county policies, and collective bargaining agreements. This position also maintains professional contact with outside agencies (retirement systems, banks, government agencies) to ensure proper payment and member crediting. Work is performed under the general supervision of the County Treasurer or their designee, with oversight and review provided by the Payroll Coordinator for accuracy and compliance. The incumbent serves as the designated backup, assuming the Payroll Coordinator's responsibilities during their absence. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- Assists with payroll functions according to prescribed regulation, policy, and procedures;
- Reconcile payroll-related payments, maintain accurate payroll spreadsheets, and process timely payments to vendors;
- Verify and process payroll deductions to ensure accurate withholding for taxes, health insurance premiums, union dues, direct deposit allocations, retirement contributions, and court-ordered garnishments;
- Coordinate payroll activities with various departments and monitor electronic transactions of employee data related to time entry and payroll to ensure accuracy and compliance;
- Establish and maintain effective working relationships with internal staff and administration, as well as external contacts including government agencies, retirement system providers, banks, and IT software support;
- Assist in preparing reports for employees and government agencies, and complete all required forms and information in compliance with legal requirements, including but not limited to W-2 federal wage reporting, deferred compensation, and garnishments as directed;
- Assist in maintaining accurate payroll files for employees, including adjusting annual salaries based on contract provisions;
- Assist in monitoring retirement systems to ensure proper reporting, crediting, and payment for all county employees;
- Performs various clerical and account-keeping tasks assigned within the Treasurer's Office;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods used for payroll, payroll tax and withholdings, including financial computer software; good knowledge of state and federal laws, rules, regulations related to payroll management; good knowledge of county policies and collective bargaining agreements as it relates to payroll; good knowledge of payroll processing techniques; good knowledge of the principles and procedures used in accounting and bookkeeping; good knowledge of computer software applications; ability to communicate effectively both orally and in writing; ability to formulate logical decisions; ability to plan, assign and review the work of others; ability to meet stringent deadlines; skill in mathematical computations; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to perform close, detail work involving considerable visual effort and consideration; self-motivated; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency **and either:**

- a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in business administration, accounting, finance or closely related field; **OR**
- b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in business administration, accounting, finance or closely related field and two (2) years of full-time work experience (or its part-time equivalent) in maintaining financial accounts and records; **OR**
- c) Four (4) years of full-time work experience (or its part time equivalent), in maintaining financial accounts and records; **OR**
- d) An equivalent combination of education and experience as defined by the limits of a) and b)