

ASSOCIATE EXECUTIVE DIRECTOR (OPA)

General Statement of Duties and Responsibilities

Under executive direction, with the widest latitude for independent judgment and decision, acts as the Chief Employment Tax Accountant and Chief Payroll Officer for the City of New York; all personnel perform related work.

Examples of Typical Tasks

Participates in the development and formulation of NYC payroll and tax policies and procedures; translates policies into working programs; and interprets policies as they pertain to payroll matters.

Represents the department relating to payroll procedures, policy, system requirements and management information needs for the City when conferring with the City Comptroller, the Office of Management and Budget, the State Comptroller, and other financial institutions and governmental units with which the agency has dealings.

Meets with external organizations such as unions, life insurance carriers, transit benefit providers and banks on matters relating to citywide payroll processing and procedures.

Responsible for all decisions concerning citywide payroll administration and policies, including but not limited to, all major payroll software development and implementation, organizational changes within the Bureau of Payroll Operations, and all short and long range planning for Payroll Operations initiatives.

Responsible for all taxes, FICA, Social Security, union, and court ordered deductions and payments.

Confers with other executive officers to resolve issues and problems pertaining to the development and implementation of payroll policies and procedures within the department.

Directs, coordinates and supervises all payroll units and functions.

ASSOCIATE EXECUTIVE DIRECTOR (OPA) (continued)

Examples of Typical Tasks (continued)

Directs and administers the activities of a payroll and accounting division with an accounting or financial function.

Devises methods and procedures, plans, assigns, supervises, reviews and coordinates the work of subordinate analytical, accounting, and clerical staff.

Responsible for administering and disbursing pension payroll payments through the Pension Payroll Management System (PPMS).

Qualification Requirements

A baccalaureate degree from an accredited college or university in accounting, financial management, public administration, or a related field, including or supplemented by 24 credits in accounting; and four years of progressive administrative experience in accounting, finance, or management. A master's degree in any discipline specified above may be substituted for one year of experience.

Lines of Promotion:

None. This class of positions is classified in the Non-Competitive Class.