



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	688109	# of Positions	1
Business Title	Payroll Analyst		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 65,000.00 - \$ 65,000.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Payroll Management Unit		

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Payroll Analyst in the Payroll and Timekeeping Unit.

Under general supervision, with latitude for independent initiative and judgment, the prospective candidate will perform the following duties:

- Analyze, review and process payroll transactions on the Pending Pay DETail REport.
- Processing of one-time payments transactions in the Payroll Information System (Pi).
- Processing employee elected transactions in Eforms/ESTubs.
- Reviewing and monitoring changes on the daily 160 and the weekly 161 report.
- Reviewing and comparing the bi-weekly 700 pay cycle detail report.
- Processing check refunds, EFT stops, and EFT reversals
- Processing of supplemental payroll for correcting incorrect pay checks.
- Preparing the payroll certification documents to release the agency's bi-weekly payroll from DCAS/OPA.
- Preparing/distributing yearly W-2 to all employees and assist employees with inquiries regarding W-2 information.
- Processing of employee additions to gross and collective bargaining increases.
- Calculating inactive staff member's non-managerial and managerial lump sum payment.
- Working in coordination with the Timekeepers to ensure that all actions were executed properly.
- Enroll, modify, and cancel direct deposit accounts, college savings plan and commuter benefits for all employees/back up to timekeeper.
- Confirming that all new employees interfaced into the Payroll Management System (PMS) properly to guarantee the accuracy of their first paycheck.
- Complete check refund forms and stop payment notices for submission to the OPA.
- Generate reports through the City Human Resources Management System (CHRMS)
- Assist current and former employees with their payroll inquiries both written and verbal. Research, provide a resolution and communicate resolve to employee.
- Prepare reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Assisting with any special projects within PMU.
- Researching and responding to payroll inquiries in a knowledgeable manner.
- Ensuring all functions of the unit are in full compliance with all applicable laws, rules, directives, policies, protocols and standards.
- Performing other related duties as needed.

Preferred Skills

The successful candidate should possess the following:

- Five years and more Payroll experience;
- Strong knowledge of payroll, timekeeping, and leave administration practices
- Knowledge of PMS, RMDS, Eforms/Estubs and CHRMS;
- Proficiency in MS Excel and Word;
- Proficiency in MS Excel and Word.
- Excellent analytical skills, work ethic and attention to detail.
- Excellent verbal and written communication skills.
- Excellent telephone skills and a professional demeanor.
- Excellent customer service skills.
- Ability to work independently and meet deadlines.
- Ability to work well in a fast-paced environment.
- Ability to maintain confidentiality.
- Applicants must possess excellent interpersonal, verbal, and written communications skills.
- Organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus.

Additional Information

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

Minimum Qual Requirements

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 11/15/2024

POST UNTIL 12/05/2024

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