

PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for processing a periodic payroll for a large organization. It is located specifically in a financial department or unit charged with this responsibility. The incumbent enters and verifies payroll related information according to strict time frames, runs a number of reports to check the overall payroll, then produces and distributes pay checks. The incumbent is also responsible for completing reports and distributing payments to other agencies, including banks, retirement systems, and the state and federal government. This position differs from other positions located in various departments and units that process payroll information in that the Payroll Clerk is responsible for the entire payroll process through the distribution of funds to employees, banks and tax revenue agencies. The work is performed under specific legal requirements and operational guidelines, but requires detailed attention to information and the investigation and correction of payroll related errors or omissions. The position generally does not supervise other employees, but may direct the work of aides, interns, temporary employees and other lower level employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Reviews, confirms and enters information into payroll system, including hours and benefit time, deductions, exemptions, garnishments, special pay factors and changes in name and address;
2. Balances manual totals with system totals; runs preliminary reports and registers to balance system and review for errors; runs final payroll and reports and distributes checks;
3. Prepares periodic payments for outside agencies including payments to annuities, retirement systems, banks for direct deposit, disability insurance companies, Workers Compensation, Social Security, Medicare and federal and state tax agencies;
4. Completes forms and answers inquiries from financial institutions concerning employment, income and deductions;
5. Enrolls employees into proper retirement system;
6. Reviews and confirms salary changes resulting from increments, longevities and changes in title or salary grade;
7. Interacts with personnel from other departments and units to clarify payroll issues and resolve payroll problems;
8. Performs a variety of clerical support work based on unit needs including photocopying, faxing and similar activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computational skills sufficient to verify calculations, balance accounts and prorate totals;
Knowledge of payroll practices and procedures;
Knowledge of contracts and rules governing the administration of salary plans;
Knowledge of office practices necessary for interacting with staff and the public, processing work flow, and filing and retrieving information;

PAYROLL CLERK (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Knowledge of software packages for word processing to produce memos and letters, database management and spreadsheets to compile and produce lists and reports, and organize and maintain data;
Knowledge of automated payroll system to enter and retrieve information in a variety of formats;
Skill in operating office automation equipment to produce work accurately and efficiently;
Ability to work efficiently under strict time considerations;
Ability to enter and verify large quantities of records and information;
Ability to organize, maintain and extrapolate information from records;
Ability to learn and work within departmental guidelines and procedures;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

EITHER: (A) Associate's degree in Business, Finance, Accounting, or Bookkeeping;

OR: (B) Associate's degree and one (1) year of full time paid work experience maintaining financial accounts and records, which involved the maintenance of payroll records;

OR: (C) Three (3) years of full time paid work experience maintaining financial accounts and records, one (1) year of which involved the maintenance of payroll records;

OR: (D) An equivalent combination of education, training and experience as defined by the limits of (A) through (C) above.

NOTE: Qualifying work experience in the maintenance of payroll records includes activities related to processing payroll, deductions, garnishments, retirement calculations and related activities. Experience in tallying hours and data entry will NOT be considered as qualifying experience.

NOTE: Only education gained at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees is acceptable for purposes of qualification.

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