

PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving a responsibility for processing routine payroll data and records. The work requires evaluation and computation of submitted data for accuracy and compliance with established schedules and for taking appropriate action. The work is performed in accordance with prescribed procedures under the supervision of a higher-level payroll employee or administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Computes gross wages and posts wage data to payroll records;
Enters gross wages on earning record cards, checks, check stubs and/or spreadsheets;
Proves gross payroll totals of earning record sheets with work sheets or check register totals;
Makes simple adjustments and revisions in payroll rates or deductions;
Prepares W-2 forms annually;
Investigates and assists with resolving payroll-related issues and questions;
Assists with answering employee inquiries, income verification requests, workers compensation documentation, NYS unemployment claims information, etc.;
Maintains attendance leave balances and accruals;
Performs a variety of clerical tasks when not processing payrolls;
Operates standard office machines and utilizes various computer programs and applications for the completion of work assignments;
May operate a check-signing machine;
May prepare and distribute payroll checks;
May post to and retrieve data from automated payroll system.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of arithmetic; working knowledge of record keeping practices especially as they apply to a payroll operation; ability to understand and carry out oral and written instructions; ability to establish and maintain effective working relationships with others; ability to use computer software in the completion of assignments*; ability to perform clerical functions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

1. One (1) year of office clerical experience which must have involved account-keeping responsibilities and/or the preparation of payrolls, payroll reports, and/or processing payroll data and records as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or
2. Completion of fifteen (15) college credits in Accounting or comparable curriculum.

*To be demonstrated during the probationary period.