

PAYROLL CLERK (COUNTY)

Distinguishing Features of the Class:

The work involves responsibility for performance of specialized account clerical tasks with major emphasis on the preparation, processing and maintenance of payrolls. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. The incumbent works under the general supervision of the Fiscal Manager on routine assignments that are performed in accordance with defined procedures. Leeway is allowed for the use of independent judgment in carrying out the details of the work. Supervision is not a responsibility of this class. Does related work as required.

Typical Work Activities:

- Computes and makes appropriate payroll changes regarding hours worked, deductions, overtime, tax changes, etc.;
- Makes adjustments and revisions in payroll rates or deductions;
- Prepares and maintains a variety of records pertaining to payroll activities;
- Prepares and processes payroll deductions by forwarding appropriate reports and payments for deductions; including: child support, union dues, insurance, charity contributions and others;
- Inputs necessary information into computer system to generate checks for payroll; and other accounting functions as necessary;
- Prepares periodic reports related to State and Federal payroll tax withholdings and payroll matters;
- Prepares monthly retirement report for NYS Employees Retirement System;
- Responds to inquiries from employees, department heads, and outside agencies concerning payroll related personnel matters;
- Processes direct deposit transactions for employees electing this payment method;
- Prepares bank deposits and reconciliations including payroll and other accounts as necessary;
- Assists staff with tax collections and procedures as necessary;
- Operates a personal computer, peripheral equipment and other related office equipment;
- Performs related clerical duties as required.

Full Performance Knowledge, Skills, Abilities, And Personal Characteristics:

- Good knowledge of modern methods used in maintaining and processing payroll accounts and records;
- Good knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software;
- Working knowledge of modern office terminology, procedures, equipment and business English;
- Ability to make complex arithmetic computations involving fractions, decimals and percentage accurately;
- Ability to organize and maintain accurate records and files;
- Ability to perform close, detail work involving considerable visual effort and concentration;

Payroll Clerk (County) continued

- Ability to analyze and organize data and prepare records and reports;
- Ability to understand and interpret complex oral instructions and/or written directions;
- Ability to communicate effectively both orally and in writing;
- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases;
- Ability to establish and maintain effective working relationships with others;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: Graduation from high school or possession of high school equivalency diploma and two (2) years of clerical experience maintaining payroll accounts and records.

NOTE: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework, as indicated above, being equivalent to three months of experience.

1/17/2007