

## PAYROLL CLERK

### Distinguishing Features of the Class:

These duties involve responsibility for independently performing a variety of specialized clerical duties related to the preparation of payroll and related records. The work requires a thorough understanding of the policies and procedures governing payroll preparation and is performed under general supervision in accordance with prescribed routines. Supervision may be exercised over the work of a lower level clerical staff. 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 reports for NYS Employees Retirement System and the NYS Teachers 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;
- Ability to analyze and organize data and prepare records and reports;

**Payroll Clerk continued**

- 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:**

- (A) Two (2) year degree in Business or Accounting and experience using computers with business applications, OR
- (B) Graduation from high school or possession of high school equivalency diploma and three (3) years of experience in maintaining payroll or financial accounts and records and experience using computers with business applications.

09/13/1982

01/21/1991

10/28/1991

11/01/1994

06/30/2016

CLASS:       COMPETITIVE