

I. NATURE OF WORK:

A Central Payroll Clerk II is the intermediate level of payroll accounting-clerical work with the Central Payroll Bureau. An employee in this classification is responsible for a very critical phase of payroll accounting. Employees in this classification do not supervise.

Employees receive moderate supervision from a Central Payroll Supervisor, Revenue Administrator or Fiscal Specialist. Employees may be required to work on evenings, weekends and holidays.

Central Payroll Clerk I, Central Payroll Clerk II and Central Payroll Clerk III are differentiated on the basis of the degree of supervisory control exercised by the supervisor over these employees. Central Payroll Clerk I learns to perform duties under close supervision. Central Payroll Clerk II performs duties under close supervision at times and under general supervision at other times depending on the complexity of the specific duty being performed. Central Payroll Clerk III performs the full range of duties under general supervision.

II. EXAMPLES OF WORK: [Examples are illustrative only]

Screens, controls and enters to an on-line data file, payroll records and tax and deduction authorizations;

Audits and controls time-payment data submitted by agencies and assure the accuracy and eligibility of entries by applying knowledge of law, regulations and payroll policy and procedures;

Verifies output of file maintenance and payroll processing runs to assure that individual pay records are accurate, and takes corrective actions where necessary;

Communicates with agencies to guide them in matters regarding payroll problems, corrections or procedural issues;

Maintains retrievable files of source documents or provide history for audit trial;

May assist in training lower level fiscal or payroll clerks in required procedures;

Perform other related duties.

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### III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the common books of accounts and the procedures used in keeping financial records and checking financial documents;

Knowledge of bookkeeping principles, methods and procedures including the calculation of percentages;

Knowledge of the posting and balancing of ledgers and electronic files;

Knowledge of modern office routines electronic equipment and machines;

Ability to become familiar with numerous deductions and other earnings, understanding the rules under which these deductions and earnings are permitted and their affect on withholding tax computations and on pay;

Ability to make calculations using adding or calculating machines;

Ability to learn prescribed procedures quickly form oral and written explanation or demonstrations;

Ability to verify various computer printouts to controls and to reconcile and correct errors;

Ability to maintain necessary records and on-line data files;

Ability to correct and update payroll input;

Ability to instruct employees;

Ability to determine priority of work;

Ability to examine reports and other statements for accuracy, completeness and conformance with regulations and payroll procedures;

Ability to establish and maintain necessary records and files;

Ability to work independently in a specialized payroll function;

Ability to communicate effectively;

Ability to establish and maintain effective working relationships with co-workers and outside agency staff;

Ability to understand and use highly complex tax tables to determine withholding of taxes and deductions to accurately calculate net pay of employees.

Ability to effectively use telephones, calculators and personal computers.

### IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Graduation from and accredited high school or possession of a high school equivalency certificate.

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Experience: One year of experience performing payroll accounting-clerical work.

Note: Additional education in accounting, data processing or business law may be substituted at the rate of thirty credit hours for each year of the general payroll accounting-clerical experience.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

Not Applicable

DATE ADOPTED: January 1, 1998

Class specifications are broad descriptions covering groups of positions used by various State Departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.