

PRINCIPAL PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Performs and coordinates technical, complex account clerical work in connection with preparation, completion or finalizing payrolls and other related duties including handling New York State Employees Retirement transactions. Work is performed under general supervision with leeway allowed to independently perform most job tasks. Supervision may be exercised over account/clerical staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Responsible for preparation of bi-weekly payrolls incorporating all basic data current with employees status, employment benefit deductions and other data to compute gross and net earnings for pay period;

Verifies time and attendance reports and authorizes payroll;

Enrolls employees in the New York State Retirement System and arranges the payment of benefit time upon retirement;

Responsible for authorization documents, computation and verification of pay entitlement and deduction items;

Prepares, verifies and files information with appropriate agency for Federal, State, Audit, Disability and Retirement reports;

Distributes paychecks;

Prepares, compiles/maintains supporting records affecting changes in payroll, time and leave benefits;

Performs functions either directly related to payroll work, such as preparing statistical data,

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preparing seasonal types of payrolls, distributing labor costs and computing hourly types of payrolls or assisting with other account clerical work or payroll lead-in material to Data Department.

Responds to general correspondence, wage/employment verifications and unemployment requests.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of payroll procedures and modern methods used in verifying and maintaining payroll records; working knowledge of Federal, State and local laws, rules and regulations with respect to payroll preparation; knowledge of business Arithmetic and English; ability to make arithmetic computations rapidly and accurately; good knowledge of office terminology, procedures and equipment; ability to write legibly; ability to follow oral and written instructions; and ability to work well under deadlines with minimal supervision.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Business Administration, Accounting, or a related field; or
- (B) Graduation from a regionally accredited or New York State registered college with an Associates degree in Accounting, Business or a related field and two (2) years of progressively responsible experience in maintaining financial accounts or records, at least one (1) year of which shall have involved the processing of payroll transactions for a large number of employees; or

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- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of progressively responsible experience in maintaining financial accounts or records, at least one (1) year of which shall have involved the processing of payroll transactions for a large number of employees; or
- (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: *Successful completion of coursework in business administration, accounting or a related field at a college or university may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience, for a maximum of twelve (12) semester credit hours*

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A

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