

## SENIOR PAYROLL CLERK

23-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of complex account clerical work, applying departmental procedures and practices to the preparation and completion of the payroll process and other related duties. Incumbent will perform a variety of account keeping clerical duties under general supervision with leeway allowed to perform most job tasks with independent judgment. 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.*

Prepares ledgers, records and reports of payroll deductions;

Verify timecard entries;

Operates computing, calculating, check writing and other office machines;

Compiles payroll data, prepares and checks payroll abstracts for accuracy;

Processes payroll, issues checks and reviews and distributes deduction reports;

Prepares, verifies and files information with appropriate agency for Federal, State, audit, disability and retirement reports;

Prepare W-2 Forms at end of work year;

Reviews and checks complex account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;

May perform calculations for salary increases, new hires or final check adjustments;

Reconciles bank statements;

May assist in the Accounts Payable Department reviewing invoices and check requests and maintaining detailed accounts payable records;

May assist in the training and supervision of employees assigned to the Payroll Unit.

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

TERISTICS: Good knowledge of the methods and techniques of payroll processing and administration; good knowledge of bookkeeping methods and principles; good knowledge of modern methods used in maintaining financial accounts and records; good knowledge of office terminology, procedures and equipment; ability to make arithmetic computations rapidly and accurately; ability to maintain complex records and to prepare reports; ability to understand and follow detailed oral and/or written instructions; clerical aptitude; and mental alertness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree or higher in accounting, business or a related field; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience involving the compilation and/or maintenance of financial accounts and records or payroll records; or
- (C) An equivalent combination of training and experience as described 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.