

PAYROLL AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position, which is located in the Department of Finance, performs centralized payroll functions as part of the automated payroll/personnel system. Incumbents may also perform benefits-related work in the automated payroll system. Oversight may be exercised over a small number of employees assisting with the payroll work. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Verifies and data enters voluntary payroll deductions such as credit union, bonds, deferred compensation, health insurance, homeowner insurance, flexible spending accounts, loan, arrears payments, etc.;

Processes and responds to inquiries regarding garnishments, child support orders, tax deductions, etc.;

Responds to departmental and other inquiries regarding payroll related matters; routes complex issues to supervisor for direction or resolution;

Reviews employment records to perform employment and income verifications for various authorities, agencies and businesses such as housing authorities, the retirement system, deferred compensation, the unions, banks, etc.;

Responds to telephone and written inquiries from employees, their families, retirees and others about insurance, payroll deductions, health insurance claims, eligibility, COBRA coverage, direct pay, etc.;

Distributes payroll registers, deduction notices and other payroll documents;

Reviews and processes payroll related documents;

Processes all retirement applications, including verifying and certifying employee salary and service, processing loan deductions through the retirement system, and responding to inquiries;

Manage, processes and responds to inquiries regarding direct deposit of net pay;

Responds to departmental inquiries regarding payroll errors and makes arrangements for the processing and issuing of checks as required;

Processes lump sum payments in accordance with established policies and procedures;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern payroll procedures; good knowledge of the methods used in financial record keeping; good knowledge of business arithmetic; knowledge of the practices and procedures regarding voluntary and involuntary payroll deductions; knowledge of the practices and procedures used in payroll auditing; ability to operate data entry equipment; ability to maintain automated financial records; ability to make accurate computations; ability to read and interpret written materials; ability to follow oral and written instructions; ability to establish and maintain effective working relationships; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; attention to detail; accuracy; good judgment; tact; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High School or equivalency diploma and four years of general clerical experience, two years of which where the primary function of the position was processing payroll or personnel records and supporting documents in a computerized system for at least 50 employees.

SUBSTITUTIONS: Satisfactory completion of 30 credits* may be substituted on a year for year basis for the general clerical experience. There is no substitute for the two years of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.