

PRINCIPAL PAYROLL CLERK

Code No.: 910160

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS This is an important supervisory position involving payroll preparation, the maintenance of payroll accounts and retirement administration for a large department or agency. Direct supervision is exercised over a staff of clerical employees. Direct supervision is received from a senior staff member or administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides data processing with new entries or changes for each employee such as name, salary, number of dependents, and deductions for dues, savings or retirement;

Posts biweekly totals of pay and deductions to appropriate accounts;

Supervises the sorting of time cards for submission to data processing and the sorting of checks for distribution;

Checks the deduction and payroll registers prepared by data processing for accuracy;

Prepares applications for employees who retire and provides information to the New York State Retirement system as required;

Answers employees questions concerning payroll or retirement problems;

Prepares quarterly Social Security report;

Monitors sick leave and vacation for each employee.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the benefit system including sick leave, vacation and retirement policies; good knowledge of office practices, procedures and equipment; good knowledge of business math; good knowledge of deduction requirements for Federal and State income taxes and Social Security; working knowledge of bookkeeping principles; skill in the use of a calculator, ability to organize and maintain payroll records for purposes of control and account ability; ability to communicate effectively both orally and in writing; supervisory ability; health commensurate with the demands of the position

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and, EITHER:

(A) Possession of a Bachelor's degree in Accounting or Business

Administration from a regionally accredited or New York State registered college or university with one (1) year of responsible bookkeeping, account keeping, or payroll experience in a supervisory capacity; OR,

(B) Possession of an Associate's Degree in Accounting or Business Administration from a regionally accredited or New York State registered college or university and three (3) years of responsible bookkeeping, account keeping, or payroll experience, one (1) year of which shall have been in a supervisory capacity; OR,

(C) Possession of a high school or equivalency diploma with five (5) years of experience of responsible bookkeeping, account keeping, or payroll work with one (1) year in a supervisory capacity; OR,

(D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 29, 1970

REVISED: June 11, 1981

W.P.