

PAYROLL AND BENEFITS CLERK

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for performance of specialized account clerical tasks, in accordance with defined procedures, with major emphasis on preparation, processing and maintenance of payrolls. Additional responsibilities include enrollment of employees and processing of all documents related to benefits administration for a municipality or school district. Duties also include entering and retrieving information using computer database/spreadsheet software. Work is performed under general supervision of a finance officer or administrator, with some leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over a small number of clerical assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Processes and issues employee paychecks and statements of earnings and deductions;

Computes and makes appropriate payroll changes regarding wages, hours worked, deductions, overtime, tax changes, etc., and enters data into computer;

Makes adjustments and revisions in payroll rates or deductions;

Issues and records adjustments to pay related to previous errors or retroactive increases;

Prepares and maintains a variety of records pertaining to payroll activities;

Prepares and processes payroll deductions by forwarding appropriate reports and payments for deductions such as child support, union dues, insurance, charity contributions, etc.;

Prepares periodic reports related to State and Federal payroll tax withholdings and payroll matters;

Prepares monthly retirement reports for the NYS Teachers and/or the NYS Employees Retirement Systems;

Processes direct deposit transactions for employees electing this payment method;

Responds to inquiries from employees, department heads, and others concerning payroll and benefits matters;

Provides explanations of benefit programs to eligible employees;

Enrolls all employees into medical, dental, vision, life insurance and other benefit plans;

Utilizes program eligibility guidelines to maintain proper enrollment of employees and beneficiaries;

Prepares and maintains all information necessary to verify benefit billing for all plans;

Maintains files on all employees relating to payroll and benefits;

Operates a personal computer, peripheral equipment, calculator and other related office equipment;

May compute and maintain records pertaining to vacation, sick, personal and compensatory time accruals;

PAYROLL AND BENEFITS CLERK (cont'd)

Performs a variety of related activities, as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of methods used in maintaining and processing payroll accounts and records; good knowledge of methods used in keeping and checking financial accounts and records, including financial computer software; good knowledge of the various benefit plans offered by a municipality or school district including benefit limits, eligibility criteria, administrative and procedural requirements; good knowledge of state, municipal and/or school district rules, regulations, agreements, policies and procedures that affect benefit programs; good knowledge of office terminology, procedures, equipment and business English; working knowledge of the Social Security System and the NYS Retirement Systems; ability to accurately perform complex arithmetic computations; ability to organize and maintain accurate records and files; ability to analyze data to produce records and reports; ability to follow complex oral and/or written instructions; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma, and four (4) years of clerical experience which must have included at least one (1) year of experience with processing and/or maintaining payroll accounts and records.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

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

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the State Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.