

ASSISTANT PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving responsibility for participating in a variety of aspects of payroll data and financial records processing. A high degree of accuracy and organization, and the ability to work under pressure of deadlines is required. Because the work involves access to personal information which is protected under federal laws, rules & regulations, it is essential that confidentiality be maintained. Work is performed in accordance with prescribed procedures under direct supervision of a payroll manager or higher level finance administrator. Supervision may be exercised over lower level accounting or clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with coordinating and entering payroll data and information, including adjustments, calculations, new hire information, and revisions in payroll rates or deductions;

Assists with processing, printing and distribution of payroll checks;

Assists with preparation and production of reports to fulfill informational requests for NYS Retirement, Social Security, Federal Withholding, State Withholding, Hospitalization, Group Insurance, CSEA, NYS Department of Labor Report, CNA Report, Credit Union, etc., as needed;

Assists with preparing employee salary information for Retirement System, Worker's Compensation, Disability, and similar;

Processes and files payroll reports, new hires, personnel changes, etc.;

Proves and processes payroll totals, voucher accounts, and similar;

Prepares and produces a variety of financial and accounting reports such as tax reports & purchasing reports, as needed;

Updates and maintains other accounts as assigned, including billing and fee collection;

Operates computer using specialized payroll software;

Performs related clerical functions such as filing, answering phones, incidental typing, etc.;

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 KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of arithmetic as it pertains to the payroll process; working knowledge of record keeping practices particularly as they apply to payroll operation; working knowledge of the operation of a computer and computer spreadsheets; ability to understand and carry out oral and written instructions; ability to write legibly; numerical aptitude and facility; high degree of accuracy; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma, and two (2) years of clerical experience which must have included a significant involvement with account-keeping, purchasing, tax data, payroll processes, benefits administration, or closely related experience.