

Honeoye Central School – Vacancy
Payroll Clerk, Substitute
Starting Salary: \$18.73/hr

PAYROLL CLERK

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree, or higher, in Business, Accounting or a closely related field;
OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, processing payroll accounts and financial records; OR
3. An equivalent combination of training and experience as defined by (1) and (2) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

DISTINGUISHING FEATURES OF THE CLASS: This class involves the performance of specialized clerical tasks with major emphasis on the modern methods of preparation, processing, and maintenance of payrolls. The work involves responsibility for applying departmental procedures and practices to account and record keeping and payroll related tasks, requiring an understanding of specific office rules, policies, and procedures. Work is performed under general supervision with leeway for exercise of independent judgment in the solution of difficult or new problems; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares and processes agency payrolls and related records;
Maintains changes in electronic or hardcopy version of payroll records;
Participates in the maintenance of computer programs, ledgers, records, and reports;
Computes and maintains timecard information for employees;
Computes salaries and hourly earnings for payroll entries;
Compiles payroll data, prepares and verifies payrolls;
Verifies employee deductions and makes necessary adjustments;
Posts to computer programs, roster cards and/or attendance cards from employee timecards;
Reviews payroll for certification purposes;
May process, sort, index, record and file a variety of claim forms, control records, and payroll reports;
May maintain unemployment, disability, and other insurance records;
May operate calculating, computer, and other office machines;
Performs a variety of related clerical tasks.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in maintaining financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business English; working knowledge of the methods and techniques of payroll processing and administration; working knowledge of record keeping methods and principles; ability to use a personal computer with moderate proficiency and to learn appropriate software applications; ability to follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; clerical aptitude; physical condition commensurate with the demands of the position.

APPROVED: AUGUST 2, 1996

REVISED: 6/12/14, 8/24/18, 2/25/19; 1/9/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE