

## **Payroll / Accounts Payable Clerk Tompkins County**

**Department:** Tompkins-Seneca-Tioga BOCES

**Classification:** Competitive

**Revised:** 03/10; 04/11; 04/15

**By:** AF, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in accounting, business administration or a closely related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in a role relating to finance, payroll, and/or accounts payable tasks; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in a role relating to finance, payroll, and/or accounts payable tasks; **OR**
- (c) Any equivalent combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is primarily responsible for the receipt and processing of the information required to prepare payrolls but also involves responsibility for performing a variety of other clerical tasks. Routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records is required. Work is performed under general supervision with incumbents being expected to independently perform most duties, referring only difficult or unusual problems to the supervisor. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Receives, balances and audits payroll records;
- Applies various contract provisions calculating paid and fringe time;
- Inputs payroll data, edits, and troubleshoots payroll runs;
- Prints, sorts and distributes payroll checks;
- Prepares state fiscal reports and payroll related reports including tax distribution, support payments, garnishees, and union dues;
- Prepares and processes payroll record changes such as health insurance, retirement, taxes, etc;
- Prepares reports related to payroll, such as social security, W-2, retirement, health insurance, etc.
- Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies; Verifies all calculations and codes on documents;
- Posts figures to appropriate accounts (either manually or through a computer), verifying all data entered;
- Reconciles all entries, both debits and credits;
- Prepares financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
- Produces data needed for State and federal reimbursement claims;
- Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda;
- Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate account ledgers;
- Makes bank deposits as necessary;
- Contacts clients, vendors, etc. to obtain additional information as necessary;
- Provides routine information orally or in writing in response to inquiries or financial records;
- Files and maintains all related records as related to processing of payrolls, invoices, vouchers, bills, correspondence;
- Process data either for computer or other records;
- Makes computations as necessary;
- Operates calculator, computer terminal and other related office equipment.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern methods used in keeping and checking financial payroll and accounts payable records and accounts;
- Good knowledge of office terminology, procedures, equipment and business English;
- Good knowledge of Federal, State, and local laws, rules and regulations regarding payroll preparation;
- Ability to operate personal computer with great accuracy (speed is not critical);
- Ability to perform close, detailed work involving considerable concentration;
- Ability to analyze and organize complex data and prepare records and reports;
- Ability to understand and interpret complex oral and/or written directions;
- Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts;
- Tact, confidentiality, integrity and good judgment in solving complex account keeping problems are all required personal characteristics;
- The employee's physical condition shall be commensurate with the demands of the position.

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