

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PRINCIPAL PAYROLL CLERK

TITLE #: 1483

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for all aspects of computerized payroll preparation, retirement report preparation and the processing of forms related to payroll and employee benefits. Work is performed under general supervision in accordance with established policies and procedures and involves the application of contractual agreements regarding payroll, employee benefits and retirement. This class may lead and direct the work of Payroll Clerks or other clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Compiles, calculates and inputs data into computerized payroll system, including employee status, benefits, deductions and related information in order to compute net and gross earnings per pay period;

Finalizes payroll including maintaining centralized control records for employees for payroll and employee benefit purposes, preparing payroll checks and summarizing gross pay and the various deductions, preparing checks for Federal and State taxes, FICA and other payments/deductions;

Prepares, initiates and finalizes direct deposit of payroll deposits, paychecks and payroll, and tax funds transfers;

Researches and answers inquiries concerning pay, payroll, and employee benefits either personally or through correspondence;

Completes encumbrance accounting for each employee including payroll, fringe benefits, deductions, flex plan, taxes, etc., and adjusts budget code encumbrances accordingly; analyzes budgeted salary amounts and the encumbered budget amounts; prepares, audits and submits encumbrance reports; reconciles accounts against financial accounting;

Operates computer, related payroll and other software, and a variety of office equipment;

Assists in the preparation of annual reconciliation of New York State Employee Retirement System reports, New York State Teacher Retirement System reports, and New York State and Federal wage and tax statements;

Performs general auditing of files and required reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of payroll procedures and employee benefit programs and procedures; good knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment; good knowledge of federal, state and local laws, rules and regulations with respect to payroll preparation; good knowledge of computerized payroll systems; ability to make accurate computations; ability to understand and follow oral and written instructions; ability to lead and direct the work of others; ability to deal effectively with others; keyboarding ability; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) years of office clerical experience, two (2) years of which must have involved either the preparation of payrolls utilizing a computerized payroll system for an organization that employs a minimum of 25 employees or clerical work related to employee benefits which shall have involved the operation of computer equipment.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 04/10/06