



JOB SPECIFICATION
ACCOUNTING/PAYROLL CLERK

General Purpose

Under general supervision, perform specified standard accounting clerical payroll processing, collection, disbursement, purchasing or bookkeeping work in accordance with established procedures.

Typical Duties:

Perform standard documentation and processing related to accounts payable and receivable, if assigned. Involves: Match invoices to packing slips, review refund claims and invoices for accuracy or generate invoices, enter transactions in automated financial management and inventory systems, and audit monthly vendor statements. Decrease, increase, cancel or close purchase orders, process customer deposit refunds and rebates, maintain files of purchase orders, requisitions and all other documents. Verify availability of funds for purchases, record work orders, tag, log and audit equipment. Review for accuracy and enter requisitions for supplies, materials and services in computer based financial system. Initiate processing and post vendor payments. Gather, record, reconcile and consolidate cashier reports and deposit slips, prepare daily deposits, reconcile credit card reports, enter codes for billed items, initiate collection process for returned checks, review invoices for accuracy and enter transactions. Bill, collect, record and account for miscellaneous billing of fees and service charges. Create and process journal entries for revenue received and petty cash. Monitor payments and prepare deposits. Process lockbox payments, post data electronically, post and record totals to ledger and related record keeping files. Verify and reconcile daily petty cash disbursements, receive funds from courier, identify and address shortages and notify appropriate requester. Give out information to the public regarding accounts, such as personal tax accounts. As assigned, answer basic questions on tax policy and refer complex questions to appropriate agency or supervisor.

Maintain payroll records, prepare payroll and provide related human resources support, if assigned. Involves: Gather data and code time and attendance sheets for each employee. Prepare, calculate, balance and data enter time reports. Verify departmental payroll for accuracy. Gather absentee reports and prepare appropriate documentation. Monitor and prepare personnel action forms for merit competency, longevity, demotion, promotion and other actions. Prepare, calculate and submit retroactive adjustments. Assist employees with sick leave, Family Medical Leave Act (FMLA) leave, vacation and other leave issues. Provide employees with information regarding policy and benefit changes. Maintain staffing table and update personnel roster as requested. Prepare and submit personnel requisitions on vacant positions. Provide current and projected personal services or other expense data for use by those who engage in budget preparation. Prepare travel requests and reconcile travel expenses. Prepare workers' compensation or disability claims forms.

Perform related duties as required. Involves: Lead less knowledgeable employees in related clerical duties. Perform duties of coworkers if necessary to ensure continuity of operations. Dispense requested supplies and requisition replacements for depleted stocks. Answer phones, compose and type correspondence, and perform other clerical duties as assigned. Answer questions and provide information. Conduct research by gathering information from files and prepare documenting paperwork or forms as needed. Maintain and update computerized or hard copy records.



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Code 12260
Grade GS 45

Knowledge, Skills, and Abilities

- Application of good knowledge of account reconciliation practices and procedures.
- Application of good knowledge of modern municipal accounting principles and practices.
- Application of good knowledge of payroll principles and practices.
- Application of good knowledge of business arithmetic.
- Application of good knowledge of customer service techniques.
- Application of some knowledge of personal computer operation, including financial, spreadsheet, payroll, human resources information or property tax collection systems and word processing applications.
- Interpretation of oral and written information describing policies or procedures pertinent to financial, property tax, payroll or budgetary data to identify and extract pertinent data to produce reports.
- Establish and maintain effective working relationships with department directors or supervisors, employees, and coworkers.
- Clear, concise oral and written communication to present reports.

Other Job Characteristics

- Occasional exposure to irate individuals.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and two (2) years clerical experience involving some accounting support or payroll duties.

Licenses and Certificates: None.