

Jurisdictional Class: Competitive
Adopted: March 7, 2007
Revised: June 11, 2010

PAYROLL/PURCHASING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving responsibility for independently performing a variety of tasks related to payroll preparation and maintenance of time, leave, and benefits records as well as performing specialized clerical duties as support staff to Purchasing Representatives. The work requires a general understanding of departmental payroll policy and procedures as well as purchasing policies and procedures. The position involves a significant amount of recordkeeping and processing in conjunction with the payroll and benefits and with the purchase of all supplies and equipment. An incumbent of this class generally follows a prescribed routine and in most cases receives only infrequent instruction. Unusual problems or situations, not previously encountered, are referred to supervisors before action is taken. Work is performed under general supervision with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not normally a responsibility of an employee in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Processes biweekly computerized payrolls including gross and net figures, retirement loans, garnishees, tax sheltered annuities, routine deductions, etc. for all employees and balances preliminary and final printout;
- Adjusts payroll salary figures for individual employees based on hours worked;
- Enters payroll information on computer or computer sheets for check preparation;
- Processes payroll information regarding applicants for unemployment benefits to the New York State Employment Service;
- Operates computing, calculating, and other office machines in relation to payroll activities;
- Works closely with departments regarding payroll checks and/or adjustments;
- Makes appropriate payroll changes regarding deductions for check preparation;
- Verifies hours and related salaries of employees;
- Adjusts annual salaries for employees based on contract provision;
- Processes a variety of transactions involving deduction changes such as retirement, health insurance, social security, etc;
- Verifies payroll checks with recap sheet to insure amounts are correct;
- Answers telephone and written requests from employees concerning payroll and related personnel matters;
- Processes quarterly reports to State and Federal government and monthly report for retirement system;
- Prepares a variety of records and reports related to the payroll process;
- May be responsible for W-2's and end-of-year reporting;
- May be responsible for preparing various invoices and forwarding them for payment as required;
- May reconcile bank statements;
- May process payments received and prepare receipts;
- Processes all purchase orders and vouchers. This involves entering orders into the computer, mailing orders to vendors, filing copies of the purchase order and vouchers, mailing copies to appropriate department(s), encumbering funds for each account, and canceling orders if necessary;
- Prepares purchase orders for payment, verifies orders against invoices, and enters data into computerized purchase order system or ledger books;
- Types requests for bids, quotes, proposals, and contracts as directed;

Payroll/Purchasing Clerk

Assists with inventory of operations and maintenance supplies, orders supplies and equipment for various departments, and verifies receipt of supplies and equipment against purchase orders;
Maintains and updates vendor listings for all vendors;
Maintains files on travel authorizations, expenditures, and budget balances for employees who travel;
Compiles data for the preparation of simple financial and statistical reports;
Operates computing, copying, calculating, and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in maintaining and reviewing payroll accounts and records;
Good knowledge of principles and practices of maintaining and reviewing financial accounts and records;
Good knowledge of payroll policies, purchasing policies, and regulations;
Good knowledge of business English and arithmetic;
Working knowledge of office terminology, procedures, and equipment;
Ability to make accurate arithmetical computations rapidly;
Ability to prepare numerical and billing reports and to keep computerized account-keeping records;
Ability to understand and carry out oral and written instructions;
Ability to establish and maintain positive working relationships with others;
Ability to write legibly;
Ability to operate office machines;
Data entry capabilities;
Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience involving the preparation and maintenance of payrolls or other financial accounts and records, bookkeeping, recording keeping, or purchasing duties.

NOTE: Training beyond high school in accounting or business may be used toward satisfying minimum experience requirements.