

**CLASS TITLE: CENTRAL PAYROLL OFFICE PREAUDIT CLERK
DEPARTMENT OF ADMINISTRATION**

**Class Code: 02451600
Pay Grade: 17A
EO: F**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To preaudit documents and/or computer files in connection with state payrolls and pension payrolls in order to determine their accuracy, legality and propriety before payment is made; to provide various advisory services to state employees and state departments as needed; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received in outline form; work is reviewed for conformance with federal and state laws, rules and policies.

SUPERVISION EXERCISED: As required, Supervises and reviews the work of a staff engaged in the preaudit of payroll transactions for accuracy and compliance with prescribed methods and procedures on a periodic or project basis, as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To examine personnel and pension action forms, payroll vouchers and payroll deductions to determine if they have been properly authorized and associated payments and deductions are made as authorized.

To assure the legality and propriety of state payrolls and pension payments by verifying their conformance to federal and state laws, personnel rules, contractual agreements and administrative regulations.

To provide service as required, i.e, advice and instruction to various employees, departments and agencies concerning the proper processing of payroll and pension forms.

To operate computer hardware in order to update or maintain state payroll and pension data.

To correct erroneous payroll and pension payments and update computer files with such corrections.

To calculate and deposit on a timely basis employment and withholding taxes related to state payrolls and pension payments.

To prepare all necessary periodic and annual employer tax returns and reports to be sent to tax authorities related to state payrolls and pension payments.

To assist in the preparation and issuance of calendar year-end wage and tax statements (W-2's) to employees.

To prepare and issue corrected and duplicate year-end wage and tax statements (W-2's) as needed.

To preaudit and/or post-audit various types of payments and/or reimbursements to state employees.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in the implementation of a payroll system for a large state department/agency, and a working knowledge of supervisory principles and the ability to apply such knowledge on a project basis; a thorough knowledge of the processing of a variety of regular and special payrolls, special payroll reports, payroll oriented forms and other pertinent payroll data; a thorough knowledge of office practices and the ability to apply such knowledge in recommending improvements in office procedures, use of forms, and the establishment and retention of relevant office records and files; the ability to supervise and review the

work of assigned staff engaged in performing a variety of payroll functions for a large number of employees; the ability to interpret and apply rules and regulations relating to the function of a payroll office; the ability to determine the mathematical accuracy, legality, and propriety of payroll accounts; the ability to prepare clear and concise oral and written reports; the ability to establish and maintain a current working knowledge of the latest requirements and developments in processing payrolls and other related areas; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in bookkeeping, accounting or related subjects; and

Experience: Such as may have been gained through: employment with responsibility for the preparation and processing of payroll in a small state agency or private business operation, or employment with responsibility for a specific payroll function or activity in a large state agency or private business operation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 7, 1998

Editorial Review: 3/15/03