100-000U

# POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301100

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Human Resources | HCM & Agency HR Support/PAY Fiscal | Franklin |

POSITION NUMBER 20005874

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| State Payroll Specialist 2 | 20005869 Fiscal Officer 2 |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 14<br>Page 1 of 2 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE State Payroll Specialist 2

JOB CODE 16522

Appd 4/20/11 BKD

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 35 | Acts as lead worker (i.e., provides work direction & training) over lower level State Payroll Specialists engaged in preparing & processing receipt & disbursement of funds; assists supervisor in ensuring reliability of State Payroll Accounts; provides input for recommending & implementing modifications & new procedures as required to correct problems, achieve greater efficiencies, & in response to new requirements of payroll accounts; assists in developing strategies in response to internal & external initiatives & requirements; prepares & processes receipts & disbursement of funds (e.g., receives & logs employee withholdings & deductions, employer provided benefits, agency payroll charges, accrued leave & disability buybacks & direct deposit reversals); prepares & processes pay-ins; posts receipts to fiscal records cash journals (CJ) & checkbooks, validates, authorizes & processes employee refund requests, cancelled warrants, cancelled direct deposits, accrued leave & disability buy-backs; posts adjustments to employee earnings; reconciles adjustments to each voucher; processes vouchers, Intrastate Transfer Vouchers (ISTVs) & journal entries; posts & reconciles fiscal transactions to checkbooks & CJ's; reconciles Fund 124 & PAY Agency funds to Central Accounting System (CAS); monitors deduction code balances in CJ & reconciles any accounts with unexplained balances; reconciles adjustment file & payments reports to Fund 124 CJ; initiates payments to over 1,200 deductions; reviews contracts, encumbers funds & initiates payments to physicians & consultants from Pay Agency accounts; monitors voided warrants reports & reissues warrants as necessary; mails vendor payments & reports; initiates vendor payments; works as essential employee & responds (i.e., overtime or recall) to payroll emergencies as required. | Knowledge of (1) payroll accounting; (2) office practices & procedures. Skill in (3) operation of a personal computer & related software (e.g., MS word, Excel, including writing formulas & Access) & accounting applications (e.g., CICS*, Roscoe*, Central Accounting System*); (4) online payroll processing & report creation*; (5) Job Control Language (JCL).<br>Ability to (6) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (7) perform basic math, calculate fractions, decimals & percentages; (8) use proper research methods to gather, collage & classify information; (9) handle sensitive inquiries/contact from vendors, officials & general public.<br><br>*developed after employment |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | | 4/20/11 |

100-000U

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| Human Resources | HCM & Agency HR Support/PAY Fiscal | Franklin |

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Position Hyperlinked to ☐ Agency Organizational Tree

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| State Payroll Specialist 2 | 20005869 Fiscal Officer 2 |

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE State Payroll Specialist 2

JOB CODE 16522

Appd 4/22/11 BNO

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 20 | Assists in overseeing & verifying requests for special warrants from online payroll file & reformats to check format; verifies receipt of agency documentation; inscribes & disburses checks to agencies; monitors redemption of checks; maintains files of all checks written; posts all voids to online payroll file; logs Bank One reimbursement checks; makes copies & distributes to Payroll Team; restores funds to agency petty cash account; posts payroll reimbursements to agency payrolls; reconciles all discrepancies with special checking account bank statement. | Knowledge of 1, 2.<br>Skill in 3, 4*, 5.<br>Ability to 6, 7, 8, 9. |
| 20 | Assists in reviewing & correcting quarterly adjustment reports; adjusts employee earnings as required; prepares W-2s (e.g., finalizes all quarterly reconciliations; ensures that all records remain pure through each stage of merging), adds & compresses files; reconciles final statewide W-2 records to CJ; authorizes printing of W-2s; reviews & approves all corrected W-2s; reconciles final statewide W-2 record to IRS tape; reconciles municipal income tax reports to CJ; reviews & approves all W-2Cs. | Knowledge of 1, 2.<br>Skill in 3, 4*, 5.<br>Ability to 6, 7, 8, 9. |
| 25 | Performs other related payroll functions: assists in overseeing requests for funds & posts supplemental retirement to payroll; coordinates receipt & validates documentation of supplemental retirement; processes payments to retirement systems; processes retirement system transfers; reconciles agency shares of Public Employees Retirement System refunds; posts deductions & reconciles payment report for purchase of retirement services credit; prepares group life insurance reports & requests payments; creates data files & monthly allocation of group life insurance funds for laid-off employees; monitors Dependent Care Spending Account; updates & corrects data record file; accounts for receipts & disbursement of all funds. | Knowledge of 1, 2<br>Skill in 3, 4*, 5.<br>Ability to 6, 7, 8, 9.<br><br>*developed after employment |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | B Goldstein | 4/22/11 |