

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Payroll Accounting Unit

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
State Payroll Specialist 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
23330.0 State Payroll Specialist Supervisor

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	<p>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 & requirement; 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 deduction codes; 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; receives, logs & copies COBRA payments; reconciles payment reports; initiates vendor payments; works as essential employee & responds (i.e., overtime or recall) to payroll emergencies as required.</p>	<p>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). Ability to (6) define problems, collect data, establish facts, draw valid conclusion & initiate solutions;(7) perform basic math, calculated fractions, decimals & percentages; (8) use proper research methods to gather, collate & classify information; (9) handle sensitive inquires/contacts from vendors, officials & general public.</p>
20	<p>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</p>	<p>Knowledge of 1, 2 Skill in 3, 4*, 5 Ability to 6, 7, 8, 9</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Clare N. Long

6/2/04

POSITION CONTROL NUMBER
23332.0

CLASS TITLE
State Payroll Specialist 2

CLASS NUMBER
16522

Apr 6/28/04 CB

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

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20	<p>account; posts payroll reimbursements to agency payrolls; reconciles all discrepancies with special checking account bank statement.</p> <p>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.</p>	<p>Knowledge of 1, 2 Skill in 3, 4*, 5 Ability to 6, 7, 8, 9</p>
25	<p>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.</p>	<p>Knowledge of 1, 2 Skill in 3, 4*, 5 Ability to 6, 7, 8, 9</p>

*developed after employment

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23332.0

CLASS TITLE
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CLASS NUMBER
16522

Apr 6-28-04 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Clare N. Long

4/2/04