100-200U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Payroll Accounting Unit

POSITION CONTROL NUMBER
23334.0

CLASS TITLE
State Payroll Specialist 1

CLASS NUMBER
16521

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
State Payroll Specialist 1

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.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Under general supervision, prepares & processes receipt & disbursement of funds: receives & logs employee withholdings & deductions, employer provided benefits, agency payroll charges, accrued leave & disability buy-backs & 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 earning; reconciles adjustments to each voucher; processes 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 Fund124 CJ; initiates payments 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.	Knowledge of (1) payroll accounting; (2) office practices & procedures; (3) online processing & report creation using a personal computer & Job Control Language* (JCL). Skill in (4) 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). Ability to (5) define problems, collect data, establish facts, draw valid conclusion & initiate solutions;(6) perform basic math, calculated fractions, decimals & percentages; (7) use proper research methods to gather, collate & classify information; (8) handle sensitive inquires/contacts from vendors, officials & general public.
20	Verifies 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, 3* Skill in 4* Ability to 5, 6, 7, 8

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 9/2/03

Upd 9-12-03 CB

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Reviews & corrects quarterly adjustment reports; adjusts employee earnings as required. Prepares W-2s: finalizes all quarterly reconciliations; ensures that all records remain pure through each stage of merging, adding & compressing 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, 3* Skill in 4* Ability to 5, 6, 7, 8
25	Requests funds & posts supplemental retirement to payroll. Coordinates receipt & validates documentation; processes payments to retirement systems; processes retirement system transfers; reconciles agency shares of PERS refunds; posts deductions & reconciles payment report for purchase of retirement services credits. 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; performs other job related duties as assigned.	Knowledge of 1, 2, 3* Skill in 4* Ability to 5, 6, 7, 8

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 9/2/03

Apd 9-12-03 CB