

**PAYROLL CLERK I****NATURE OF WORK**

This is specialized clerical work performed in the Payroll Section of the Human Resources Department.

Work involves assisting in analyzing and processing payroll information for the staff, student or contractual cyclic payrolls. Work also involves preparing payroll journal entries and reconciling a number of general ledger accounts. Work is performed under supervision of the Assistant Payroll Supervisor and is reviewed by observation of results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK**

Assists in the preparation and processing of cyclic payrolls for a designated pay type; computes earnings and deductions; prepares pay type pre balance; assists in the correction of errors on computer edit printout; prepares pay type balance.

Assists in maintaining payroll records; prepares separation certificates and T4 slips.

Prepares payroll journal entries and reconciles general ledger accounts.

Perform related work as required.

**REQUIREMENTS OF WORK**

Experience in accounting and related clerical work, preferably including some experience in payroll processing; graduation from high school including or supplemented by courses in bookkeeping and general commercial subjects; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of accounting principles and procedures.

Knowledge of modern office practices, procedures and equipment.

Some knowledge of modern payroll practices and procedures.

Ability to apply accounting principles to the maintenance of payroll records.

Ability to make arithmetical computations with speed and accuracy.

Ability to establish and maintain effective working relationships with faculty, students and staff.

Skill in the operation of calculating machines, and other common office machines.

**0417**

**1992.12.07**

**Under Review: 2004.01.05**