



POSITION DESCRIPTION

JOB TITLE: Account Clerk III Job Class: 3370		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: Local 1616		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Processes all payroll/position control transaction forms insuring that the computer implements the transaction correctly. Process payrolls in assigned areas and calculate and approve benefit and pay adjustments.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Receive all payroll transaction forms from various departments, review, batch and submit the batches to data processing.
2. Receive processed forms plus computer prepared error and rejection lists and review these lists making corrections to the transaction when applicable or return the transaction to the department that submitted the form explaining the reason for the rejection. Also review the lists for probable programming or computer processing errors and notify data processing personnel to review or correct the error.
3. Activate new employees in the proper cycle.
4. Determine and notify data processing when the payroll cycles and payroll calculation should run.
5. After payroll calculation, determine the cause and correct payment rejections and benefit rejections for adjustment on the next payroll.
6. Receive and batch all position control maintenance.
7. When computer programs are changed, review applications to insure program is producing the desired results, if not, correct errors produced and notify data processing of the errors.
8. Process payrolls for engineers, custodians, central office and direct the processing of the repair payroll, reviewing time sheets and time cards for proper coding and proper totals.
9. Calculate and approve retroactive payments for general increases for Repair Division personnel and other personnel as assigned.

10. Calculate and approve pay adjustments required as a result of errors on an employees paycheck.
11. Instruct and direct other clerical personnel within and without the Accounting Division assigned to assist in the processing of payroll and/or various payroll audits.
12. Process travel allowance cards checking for coding, proper allowance type and authorized totals.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Payroll Supervisor

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Secretary I

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.