

# MORGAN STATE UNIVERSITY JOB SPECIFICATION



## **PAYROLL CLERK II**

Class Code: N1006  
Pay Range: 06

FLSA Code: N/E (Non- Exempt)

### **JOB SUMMARY**

Under general supervision, performs moderately complex accounting clerical, or bookkeeping tasks to support accounts payable/receivable, payroll, timekeeping, auditing and/or other accounting functions. Posts journal entries, processes payments, and verifies accuracy of data.

### **PRIMARY DUTIES**

1. Assists in collecting and compiling data for inclusion in budget documents, financial statements and other reports.
2. Assists in monitoring departmental accounts by gathering reports and records and identifying discrepancies.
3. Inputs, data, records and verifies details of financial transactions in journals, ledgers and automated systems.
4. Reviews and processes financial documents such as invoices, vouchers, receipts, requisitions, timesheets and reports, ensuring accuracy of mathematical computations and completeness.
5. Performs all duties of Payroll Clerk I.

**Note:** The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

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**MINIMUM QUALIFICATIONS**

**Education:** High School Diploma or GED

**Experience:** One year accounting/payroll clerical experience.

**Required Knowledge/Skills/Abilities**

Working knowledge of bookkeeping principles, mathematical methods and techniques, skill in performing basic mathematical computations; in the use of calculators. Ability to communicate effectively; to operate keyboards, personal computers and financial software, manual and automated office equipment; to prepare written records and reports; to input data.

**Other:** Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.