

MORGAN STATE UNIVERSITY

JOB SPECIFICATION



PAYROLL CLERK III

Class Code: N1099
Pay Range: 08

FLSA Code: N/E (Non- Exempt)

JOB SUMMARY

Under general supervision perform complex accounting clerical or bookkeeping tasks to support accounts payable/receivable, payroll, timekeeping, auditing, cashiering, grants accounting and/ or other accounting related functions. Posts journal entries, processes payments or deposits, and verifies accuracy of data. May lead and train other personal.

PRIMARY DUTIES

1. Perform complex clerical accounting such as posting and reconciling ledgers, bank accounts, preparing trial balances and statistical reports, resolving cash accounting discrepancies.
2. Leads others in accounting clerical activities of a unit, provides guidance and instruction, and assists in determining work priorities.
3. Compiles and/ or coordinates collection of data for inclusion in a variety of regular reports following prescribed format.
4. Reviews and/ or processes financial documents such as invoices, vouchers, receipts requisitions and reports, ensuring accuracy of mathematical computations and completeness; resolves discrepancies.
5. Monitors departmental accounts. Gathers statistical data, maintaining reports and records, identifying variances, and errors and identifying variances, errors and discrepancies.
6. Performs analysis of sales transactions and bank account deposits by reviewing entries, verifying amounts, compiling and comparing balances.

Morgan State University Job Specification
Payroll Clerk III
Page Two

7. Maintains manual and automated record keeping systems by tracking, verifying and updating records, files and reports. Inputs, monitors, and corrects data in automated systems; generates reports.
8. Performs all duties of Payroll Clerk I and II.

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.

MINIMUM QUALIFICATIONS

Education: High School Diploma or GED

Experience: Three years Accounting/ Payroll clerical experience.

Required Knowledge/Skills/Abilities

General knowledge of bookkeeping principles, mathematical methods and techniques and accounting standards. Skill in performing mathematical computations; in reviewing and processing financial documents; in reconciling financial data; in operating calculators, keyboards, manual and automated office equipment, personal computers and financial software; in inputting data. Ability to communicate effectively; to prepare written records and reports; to establish and maintain effective work relationships; to lead and train others in assigned accounting clerical or bookkeeping work.

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.