



CLASSIFIED CIVIL SERVICE STAFF POSITION VACANCY ANNOUNCEMENT

ONLY CURRENT YSU CLASSIFIED EMPLOYEES MAY APPLY
(see * below) (outside applicants on the current eligibility list
will be contacted if they are under consideration)

DEPARTMENT: PAYROLL

CLASSIFICATION: ACCOUNT CLERK 2
(Tested Position)
[TEMPORARY – not to exceed
180 calendar days]

SALARY: \$13.31 hour (Pay Range 26)

HOURS: M-T-W-Th-F 8:00 a.m. – 5:00 p.m.

FUNCTION:

Under general supervision from account clerk supervisor or other higher-level supervisor, analyzes and processes expense reports, invoices, vouchers and other related materials, determines accuracy and validity and prepares vouchers, invoices and remittances and other forms necessary for receipt and disbursement of funds and/or prepares bi-weekly payroll for submission to Payroll Processing; posts, updates and balances ledgers and journals, gathers and compiles information for financial reports and/or prepares biweekly, monthly, quarterly or annual reports on accounts maintained and performs related clerical tasks.

JOB DUTIES:

Processes new, renewal, and changes to employee appointments by entering appropriate data (hire date, bargaining unit status, salary for life insurance calculation, begin and end dates of appointment period, funding source, employing department, job title code, job step, gross compensation, and number of pays in the appointment period) from source documents (appointment forms, contracts, letters, e-mails, supplementary pay forms) into payroll system for all employee types (Professional/Administrative, Faculty, hourly, Graduate Assistants, Research Assistants, students). Enters appropriate information from timecards for all employees into payroll system. Alphabetizes processed timecards when necessary. Enters voluntary and involuntary deductions into payroll system from source documents (W-4, IT-4, School District of Residence Employee Withholding Certificate, retirement system membership form, Credit Union, United Way, union dues, annual fund, salary reduction agreement, service credit purchase request, garnishment, etc.) as authorized by employee and/or external agencies. Processes check requests and mails payments for Payroll liabilities as needed.

Provides customer service to all employees by applying University policies and procedures, federal and state agency regulations, IRS and retirement system rules and regulations for retrieving information from the payroll system, employee files, and historical records to answer routine and non-routine questions concerning retirement issues (membership, deductions, refund applications, exemption applications) and dependent status for federal and state tax purposes, and by providing guidance on proper form to use and completion of necessary forms (retirement forms [history, new hire, refund, and exemption], Employee's Withholding Allowance Certificate [W-4], and State of Ohio Employee's Withholding Exemption Certificate [IT-4]). Provides information to employees regarding paycheck distribution hours, completion of forms for voluntary deductions, timecards, direct deposit, etc.

Completes written requests for verification of employment and compensation (employment dates, position, hours worked, and wages for specified time periods) sent by financial institutions, loan companies, attorney offices, county Job and Family Services agencies, and potential employers by researching and retrieving information from payroll system; forwards form to supervisor for signature.

Processes authorization forms for direct deposit of pay for all employees by verifying accurate completion of form; identifies and resolves any problems that result from review process by corresponding with employee; determines bank code from payroll system codefile and enters information into system accordingly; enters employee's designated bank account number. Reviews trial payroll registers for accuracy when necessary by comparing report to source data as

assigned; identifies and assesses any discrepancies with trial payroll registers to determine proper resolution of routine and complex problems. Advises supervisor concerning necessary corrective action.

Assists supervisor in analyzing employees' annual life insurance coverage in excess of \$50,000 to determine the taxable fringe benefit for preparing annual W-2s by retrieving pay rates and effective dates of changes to pay rates from employee files, verifying calculations of employees' life insurance totals computed by supervisor and/or payroll system, identifying any problems in calculations and working with supervisor to resolve problems, and entering appropriate life insurance benefit amounts into the payroll system. Assists supervisor in preparing annual W-2s by entering additional taxable fringe benefits into the payroll system. Assists Payroll staff in preparing paychecks for distribution at payroll window. Distributes paychecks at payroll window when necessary. Performs other related duties as assigned. Performs other duties as assigned and specified in state classification for Account Clerk 2 (16512).

MAJOR WORKER CHARACTERISTICS:

Knowledge of bookkeeping, agency bookkeeping system, office practices and procedures; skill in operation of adding machine and calculator, and typing; ability to deal with variety of variables in somewhat unfamiliar context, calculate fractions, decimals and percentages, cooperate with co-workers on group projects, prepare meaningful, concise and accurate reports, gather, collate and classify information about data, people or things.

MINIMUM QUALIFICATIONS:

Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: 2 courses in high school accounting or accounting for bookkeepers offered by college (or 6 months experience); 1 course in applications of adding machine and calculator (or 1 month experience) or equivalent.

Please Note:

The selected candidate will be required to sign a release for an employment background check and credential verification. In compliance with the Immigration Reform and control Act of 1986, any new employee hired from this job posting will be required to submit approved documents establishing legal identity and work authorization.

CLOSING DATE FOR APPLICATIONS: 4:00 PM, Friday, September 21, 2007

***Interested non-probationary employees who are on the current eligibility list for this classification OR permanent employees who are certified in the same or higher classification in this classification series must submit a letter of interest no later than 4:00 p.m. on the closing date for applications to:**

**OFFICE OF HUMAN RESOURCES
3025 Jones Hall
Youngstown, Ohio 44555**

NOTICE: APPLICATIONS ARE ACCEPTED MONDAY THROUGH FRIDAY FROM 8:30 A.M. TO 4:00 P.M.

**YSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO INCREASING THE DIVERSITY OF ITS FACULTY, STAFF, AND STUDENTS**

Information regarding campus safety at YSU, mandated by the Clery Act, is available at the following YSU web site: <http://www.ysu.edu/righttk.pdf> or you may request a copy of "Your Right To Know" from the Office of Human Resources, 3rd floor, Jones Hall, 330-941-3122.