

The University of Akron
Classification Specification

Job Title:	Payroll Clerk	Job Code:	80200
Job Function:	Staff	Grade:	114
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	2/5/14

Job Summary:

Assist with the day to day operations of the Payroll Office to ensure forms are correctly filled out. Respond to incoming calls and provide information and other related services to faculty, staff, graduate and student assistants.

Essential Functions:

60% Assist employees in filling out forms pertaining to payroll functions such as tax treaties, W-4 cards, time cards, etc.

20% Maintain main phone line in the Payroll Office. Respond to routine questions and forward more complex calls to the appropriate person.

20% Perform office duties as required, including data entry, opening, sorting and logging in mail and maintaining files.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 1 year experience performing general accounting practices and entering of financial records into a database system. Strong customer service skills and the ability to work with the campus community, departments and vendors required. Ability to use calculators, adding machines and computer software packages for generating reports required. Prior experience in assisting employees with payroll related documents preferred. Knowledge of IRS regulations, INS regulations and codes, and treaties with the United States preferred.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.