



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 372.2

Job Title: **SENIOR PAYROLL CONTROL CLERK**

Pay Grade: 14

GENERAL SUMMARY:

Provides complex Controller's Office auditing of City-wide personnel actions, ensuring accuracy, completeness and compliance with City ordinances and policies. May lead Payroll Control Clerks in the Payroll Control Supervisor's absence.

RESPONSIBILITIES:

- Audits personnel action forms (201s) to ensure compliance with City policies and ordinances.
- Audits supplemental payrolls to verify computation of FICA and FIT and accuracy of the payments to employees.
- Processes payroll checks: receives checks from Central Payroll, signs and sorts checks for distribution to departments.
- Audits personnel actions and exception transactions against current payroll registers to ensure accuracy and completeness.
- Performs data entry activities, processing and maintaining IRS levy file and stop-payment/reissue check file.
- Audits payroll-related vouchers for payment to vendors.
- Interacts with departmental payroll personnel to resolve payroll-related problems.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level.

EXPERIENCE:

Two years of payroll accounting or related experience are required, preferably within a City department.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Payroll Control Clerk
Senior Payroll Control Clerk
Payroll Control Supervisor

Effective: June 1991

Revised: September 1994