

**FERRIS STATE UNIVERSITY**  
**OFFICE OF HUMAN RESOURCE DEVELOPMENT**  
**POSITION DESCRIPTION**

POSITION TITLE: Lead Payroll Clerk  
SUPERSEDES: Lead Payroll Clerk, 11/15/94  
EFFECTIVE DATE: July 15, 1995  
DEPARTMENT(S): Payroll  
F.L.S.A.: Non-Exempt  
GROUP: Clerical (CTA of FSU/MEA/NEA)

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I. SUMMARY OF FUNCTION: Provide lead support to Payroll Supervisor as well as performing responsible, independent clerical functions in the payroll process.

II. CHARACTERISTIC DUTIES include the following. Other duties may be assigned.

Essential

1. Perform any/all duties as defined in the Payroll Clerk II position description.
2. Coordinate payroll office work flow.
3. Assist co-workers with situations involving sensitive issues or decision making otherwise handled by payroll supervisor.
4. Act as back-up to the Payroll Supervisor to ensure that all payroll deadlines are met.
5. Authorize payroll processing, special checks, direct deposit, etc.
6. Assist in and/or prepare special projects.
7. Train and direct work of student and adult part-time employees.
8. Represent the Payroll Office by attending meetings as requested.

Marginal

9. Provide back-up assistance in performing receptionist duties such as answering multi-line telephone, taking messages and answering routine questions.

III. RESPONSIBILITIES:

1. Reports to immediate supervisor as assigned.
2. Maintain the confidentiality of designated information.
3. Train and supervise lower level non-bargaining unit clerical employees. Provide direction to other bargaining unit employees when appropriate. Carries out these responsibilities in accordance with University policies and applicable laws.

IV. REQUIRED QUALIFICATIONS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities will be considered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Education

Minimum: Satisfactory completion of two years post secondary study in accounting and/or office administration.

Minnesota Clerical Assessment Battery (MCAB)

Minimum qualification scores:

|                                 |                     |               |                                |                          |
|---------------------------------|---------------------|---------------|--------------------------------|--------------------------|
| <b>Keyboarding<br/>(Typing)</b> | <b>Proofreading</b> | <b>Filing</b> | <b>Business<br/>Vocabulary</b> | <b>Business<br/>Math</b> |
|                                 |                     | √             |                                | √                        |

Skills

1. Type accurately where speed is not critical.
2. Input, retrieve, download, merge, and output information from various software programs and systems.
3. Use computer software such as spreadsheets, data base and word processing.
4. Perform complicated mathematical computations, record keeping and accounting duties with a high degree of accuracy.
5. Plan, organize and make sound judgments and decisions.
6. Communicate effectively with a variety of students, faculty, staff and visitors in a variety of situations.
7. Train, direct and supervise others in the performance of Payroll Department duties.
8. Work effectively under pressure and deadlines.

Work Experience

Minimum: Four years recent full-time experience in a computerized payroll department with at least two of those years in a university or college.

- V. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way to modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty.

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_