

# CONTROLLER'S CLERK

## DEFINITION

Under general supervision, to perform processing of payroll benefits applications; auditing and editing of payroll documents and processing of journal vouchers; and responds to questions completes office forms and performs miscellaneous functions as required.

## EXAMPLES OF DUTIES

Reviews health and dental insurance applications for completeness and accuracy; logs applications to monthly membership reports for additions, deletions and changes; keys data into the payroll system; reconciles monthly insurance payments and prepares documents for distribution; reviews savings bonds enrollment forms for completeness and accuracy; reviews flex plan enrollment forms; and audits and edits payroll documents and processes journal vouchers.

## EMPLOYMENT STANDARDS

Education and Experience: Requires any combination of training and experience equivalent to two years of Account Clerk experience including substantial involvement with processing payroll, payroll benefits and double entry bookkeeping. Additional credit will be given for general computer and data entry experience.

Knowledge, Skills and Abilities: Knowledge of payroll, payroll related benefits and double entry bookkeeping; knowledge of basic system analysis, principles and practices; knowledge of modern complex clerical procedures and practices including computerized record keeping; knowledge of standard computer work station operations; oral and written communication skills; ability to enter data at an acceptable rate; ability to interpret, explain and apply policies, regulations, laws and procedures; ability to interact courteously and effectively with fellow workers and the public; ability to analyze workflow and to organize work in an efficient manner and the ability to perform assigned functions with a minimal amount of errors.