



## **Job Specifications**

**Job Title: Payroll Accountant**  
**BCAT Code: 505X BC**  
**Pay Grade: G13**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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### **General Description**

Maintains the subsidiary ledger and reconciles the general ledger (Spectrum) all tax shelter annuities, garnishments, child support, savings bonds, and credit union. Issues payment request through either wire transfer or Spectrum vendor payment process. Responsible for check distribution and requests stop payments of lost or stolen checks.

### **Examples of Duties**

- Prepares wire transfers each pay day (to include make-up checks runs) and check requests for tax annuities, child support, garnishments, credit union, and savings bonds.
- Ensures payments and documentation are received by company on payday.
- Works with Benefit Specialist to ensure all documentation is attached to check.
- Identifies and resolves discrepancies between PPS and the Spectrum System.
- Maintains separate subsidiary ledger for each employee who has a garnishment or child support deduction,
- Generates queries out of Spectrum System when funds need to be transferred between accounts.
- Maintains over 50 employee files on individual savings bonds; assist employees with problems with receiving bonds or any questions related to issuance of bonds.
- Works with Accounting Services regarding stop payments requests and requesting replacement checks.
- Cross trains in other payroll accounting areas in order to be able to assist when needed.
- Participates in year-end close out procedures by assisting the Payroll Supervisor.
- Ensures all payroll documentation is gathered and maintained in an organized manner in order to be accessed by auditors.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of Spectrum (Financial System).
- Thorough knowledge of the personnel/payroll system.
- Thorough knowledge of all the codes utilized on the payroll system in order to ensure employees deductions and taxes are correctly deducted.
- Must be able to lift and transport heavy boxes. (Up to 25 lbs.)
- Proficiency with word processing, spreadsheets, and database software.
- Ability to multi-task in a deadline driven environment.
- Ability to handle highly confidential information with an appropriate level of discretion.

### **Minimum GSU Hiring Standards**

Bachelor's degree and prior payroll, accounting or related field experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*