

Title: <b>Payroll Specialist</b>	Effective Date: May 11, 2012	Grade: IX	Job Category: Admin. Support
Prior Title: Payroll Specialist	Prior Effective Date: August 24, 2007	Grade: IX	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under general supervision, this position is responsible for collecting, recording, and validating all data effecting the Department payroll, to determine the accurate amount of pay for each employee in line with Department policies and Department of Finance and Administration (DF&A) regulations.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Inform the Computer Services Division of all payroll exceptions.
- Advise and answer inquires from District payroll clerks.
- Maintain file for exception mileage and fringe benefit deductions.
- Confirm and correct the exceptions for the amount of commuter mileage and vehicle fringe benefit.
- Calculate garnishment deductions.
- Reconcile bankruptcy deductions each payroll period.
- Provide for deducting internal revenue levies and child support court orders.
- Process warrant cancellations, reissues and supplements.
- Prepare forms for issuing duplicate warrants for those lost or destroyed.
- Each biweekly pay period, collect and record all data from the Personnel Section, Divisions, and Districts that affect a payroll change for any employee, and take appropriate action to assure accurate and timely pay for all employees of the Department.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Advanced training or experience in bookkeeping.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**

