



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0209

STATE PAYROLL ADMINISTRATIVE OFFICER

GRADE J

SCOPE OF WORK:

Work involves managing the statewide automated payroll system.

DUTIES PERFORMED:

- Provide accurate accounting and reporting of payroll transactions to employees, state agencies, tax entities, legislators, vendors, and the public.
- Monitor the entire payroll system on a regular basis to maintain accuracy; determine and document updates needed to correct any problems.
- Audit and balance payroll monthly to assure balance between payroll, accounting, and the State Treasurer; print duplicate W-2s; make corrections as necessary.
- Disperse funds withheld from employees payroll checks and state contributions to proper vendors on a timely basis.
- Download mainframe files into Excel; test information; and prepare spreadsheets/reports to run on a regular basis.
- Determine checks to be cancelled, calculate adjustments, and issue manual payroll checks as needed; prepare and enter journal vouchers for all manual and cancelled checks into payroll system and statewide accounting system.
- Balance manual and cancelled checks with the State Treasurer and Public Employees Retirement System.
- Coordinate the processing of rejected and cancelled ACH (direct deposit) transactions with Bank of North Dakota.
- Oversee and monitor regulation compliance of the processing of garnishments, child support withholdings, and tax levies.
- Maintain payment compliance with federal and state rules by ongoing research of IRS and taxation regulations.
- Research and seek suggestions to develop, enhance, and improve the payroll system.
- Provide assistance and training to state agencies and insurance companies.
- Update and maintain the payroll/personnel manual and communicate changes effecting payroll to state agencies.
- Coordinate with Information Technology Department to implement enhancements and resolve system problems.
- Responsible for inventory management of forms used by the Office of Management and Budget.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires six years of work experience within an automated payroll system. College coursework in business, accounting, or human resource management may substitute for up to two years of the work experience requirement on a year for year basis.

Eff. Date: 1/01

Rev: 7/12 – Conversion to Hay System