

PAYROLL ASSISTANT  
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES  
HUMAN RESOURCES SECTION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PREPARES THE PAYROLL FOR 620 REHABILITATION SERVICES EMPLOYEES AND ENSURES ENTITLED PAYMENT IN OASIS SYSTEM. REVIEW FIGURES FOR COMPLETENESS AND ACCURACY AND MAKES NECESSARY CORRECTIONS. ANSWER EMPLOYEE QUESTIONS CONCERNING PAY. WILL BE RESPONSIBLE FOR ASSISTING EMPLOYEES WITH ADDRESS CHANGES IN OASIS, UPDATE EMPLOYEE INFORMATION INTO LEGACY PERSONNEL SYSTEM BASED ON THE TRANSACTIONS PROCESSED AND VERIFY ACCURACY. MAINTAIN MULTIPLE RECORDS AND FILING SYSTEMS OF PAYROLL DATA. REDEPOSIT PAYROLL CHECKS AND PREPARE MANUAL CHECKS (OCHK) WHEN NECESSARY. ALSO, DOES ADJUSTMENTS THROUGH PREPARING (TADJ'S). WHEN NECESSARY. POSTS AND MAINTAINS PAYROLL LEDGERS. DISTRIBUTES PAYCHECKS TO APPROPRIATE PERSONNEL. CODES PAYROLLS AND RELATED INTRA-GOVERNMENT TRANSFERS FOR DATA ENTRY COMPOSE CORRESPONDENCE TO EMPLOYEES. REVIEWS AND PROCESSES PAYMENTS FOR UNEMPLOYMENT. PREPARES AND SUBMITS QUARTERLY PAYMENTS TO AGENCY WORKERS COMPENSATION INSURANCE CARRIER. ALSO, PREPARES PAYMENTS TO THE DIVISION OF PERSONNEL AND THE PUBLIC EMPLOYEES INSURANCE AGENCY. RESPONSIBLE FOR RESPONDING TO EMPLOYMENT AND WAGE INFORMATION REQUESTS BY VARIOUS OUTSIDE INSTITUTIONS. RESPONSIBLE FOR HANDLING THE NO-HARDSHIP DEDUCTIONS AND NOTIFICATIONS TO THE EMPLOYEES WHICH THIS EFFECTS. PREPARE VARIOUS PAYROLL REPORTS MONTHLY, QUARTERLY AND ANNUALLY. RESPONSIBLE FOR COMPLETING UNEMPLOYMENT COMPENSATION INQUIRIES. PREPARE TENURE REQUESTS FOR EMPLOYEES WITH PAST STATE TENURE AND RESPONDS TO SUCH REQUESTS FROM OTHER AGENCIES. RESPONSIBLE FOR PAY OUT OF MONIES TO RECIPIENTS OF THE DONATED LEAVE PROGRAM AND WORK CLOSELY WITH OTHER

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AGENCIES IN PROCESSING INTER-AGENCY PAYMENTS. WILL BE RESPONSIBLE FOR ENTERING (ESMT'S) IN OASIS TO CORRECT INCREMENT AMOUNTS ON AN ANNUAL BASIS. WILL SERVE AS BACKUP BENEFITS COORDINATOR. WILL SERVE AS BACKUP TO OTHER STAFF IN VARIOUS AREAS OF ASSIGNMENTS. PERFORMS ROUTINE CLERICAL DUTIES SUCH AS FILING, COMPOSING CORRESPONDENCE AND MEMOS ANSWERING THE TELEPHONE AND MAKING COPIES. PERFORMS RELATED WORK AS REQUIRED. MUST BE ABLE TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH OTHER AGENCIES AND STATE EMPLOYEES AS WELL AS OUTSIDE VENDORS. GOOD WORKING KNOWLEDGE OF EXCEL, WORD, CRYSTAL AND OASIS IS PREFERRED. EXCELLENT ORAL WRITTEN AND ANALYTICAL SKILLS ARE NECESSARY. MUST BE DETAIL ORIENTATED AND ABLE TO MEET STRICT TIMEFRAMES.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID CLERICAL EXPERIENCE, ONE YEAR OF WHICH INCLUDED PAYROLL, PERSONNEL, OR ACCOUNTING RELATED DUTIES.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: NOVEMBER 29, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
MR. TERRY W. BLAIR  
DIVISION OF REHABILITATION SERVICES  
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17077 ON APPLICATION