

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Internal/External

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Payroll Audit Clerk I

LOCATION: St. Thomas/ St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: September 7, 2018

Starting Salary: \$21,637 GRADE: EC-16

Union: American Federation of Teachers- Support Staff

DESCRIPTION

Under the general supervision of the Director of Payroll, performs specialized clerical work in preparing departmental payrolls and maintaining records for a number of per diem employees. Work in this class involves greater difficulty and complexity than that found in the class of Payroll Audit Clerk II because of the transient and un-stabilized nature of the working force for which payrolls and re- cords must be prepared and maintained. Work is further complicated by the variety of projects to which employees' wages must be charged. The employee is responsible for ensuring that payroll deadlines are met. This involves acquainting field supervisors and timekeepers with existing regulations and procedures as well as interpreting to them existing regulations and procedures governing pay, leave and related matters. The employee is expected to use acquired experience in performing the work with little, if any, immediate supervision.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

- Examines time and attendance reports submitted, and ascertains that gross salary, leave and budgetary data are accurately recorded.
- Computes gross and net salary and leave data in preparation for its being recorded on the formal payroll documents.
- Ascertains that salary, wage, leave or other changes are properly substantiated by approved reports before using such data for computations.
- Checks payroll deductions and net earnings by totaling and com- paring the various columns.
- Files salary, leave and other data in designated individual or other folders.
- Records salary deductions and other personnel transactions on individual record cards, and at quarterly or other designated intervals computes total deductions for report purposes.
- Ascertains that schedules of payment and other documents accompanying the time and attendance reports are accurate and correct.
- Performs other related work as assigned.

Knowledge, Skill and Abilities

- Knowledge of the departmental policies, laws, rules and regulations applying to payroll preparation.
- Knowledge of business English and arithmetic and of modern office practices, procedures and machines.
- Ability to work constantly and rapidly with numbers and figures.
- Ability to make arithmetic computations rapidly and accurately.
- Ability to make minor work decisions in accordance with laws, regulations and departmental policies and procedures.
- Ability to establish and maintain effective working relationships with persons contacted in the course of the work.
- Ability to understand and follow varied and complex oral and written instructions.

Education and Experience

- Completion of the twelfth grade preferably including or supplemented by some college-level accounting courses.

OR

- Completion of the twelfth grade and at least five years of progressive general clerical experience. At least two (of the five) years should be experience in payroll processing.

“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to careers.sttj@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor’s Statement of Good Health.

Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate
