

**JOB VACANCY ANNOUNCEMENT  
(Civilian)**



VACANCY #:	2019039	CLASS CODE:	3JA2
VACANCY TITLE:	Account Clerk II - Payroll		
VACANCY LOCATION:	Fiscal Division - Indianapolis		
STARTING SALARY:	\$22,724.00	*Starting salary may be adjusted based on education, experience and training.	
OPEN DATE:	April 11, 2019	CLOSE DATE:	April 24, 2019

**Job Description: (Responsibilities/Duties)**

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to accurately and efficiently manage the Department's automated bi-weekly payroll system. To maintain agency financial and payroll data systems. To receive, supervise the distribution of, and account for bi-weekly paychecks. To audit, post and process payroll changes, and perform transactions using Department forms and records. To receive and process payroll documentation such as deductions, tax withholding forms, personnel transfers and terminations. To enter all information into financial computing system for Department personnel bi-weekly payroll (maintenance, deductions, address changes, tax forms, salary changes, etc.). To review and offer input regarding overtime, pension and insurance payments for quality assurance and accuracy using guidelines established by the Indiana State Department of Personnel, and the Office of the Auditor of State.

**Minimum Requirements:**

**A. Education, Training, Experience**

Must be a high school graduate or possess the equivalent GED. Must be able to apply basic accounting and math skills. Must be able to proof read documents with accuracy, as Demonstrated by Departmental testing. Must have a basic understanding of bookkeeping and auditing. Must have the ability to work under pressure and successfully function in a stressful environment. Must be able to function independently and maintain confidentiality.

**B. Physical**

Work is normally performed in an office environment, with minimal physical effort required.

**Additional Comments: To be considered for this position you need to apply on-line at:**

**Indiana State Police - Career Opportunities - Civilian Opportunities at <https://www.in.gov/isp/3627.htm>**

Must be able to successfully pass a background investigation. Applicants are asked to submit a complete work history. All applicants are required to submit copies of high school transcript or GED certificate, any college transcripts, technical certificates and a military DD214 (if applicable). Please indicate your name and the position for which you have applied when forwarding all attachments.

Please e-mail the above listed items to [ISPCivilianJobs@isp.in.gov](mailto:ISPCivilianJobs@isp.in.gov) or mail to:

Indiana State Police  
Human Resources Division  
100 North Senate Avenue  
Indianapolis, IN 46204-2259  
Attn: Brandon Lowe

Indiana State Government is an E-Verify employer and all new employees are required to have their employment eligibility verified through the Department of Homeland Security and Social Security Administration. To remain in accordance with the law, the Immigration Reform and Control Act requires that we certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) and all other needed documentation can be found at [www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf). Please note that if you submit a document from list B of Form I-9, this document must contain a photo ID to establish identity. All new employees must present the required documents in person, on your first day of employment. Failure to comply may result in dismissal until proper identification can be provided.

**Benefits**

The Indiana State Police offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

**Equal Employment Opportunity**

The Indiana State Police is an Equal Opportunity Employer.

AUTHORITY: Major Sorrells

by:   
Personnel Officer I