

# Vacancy Notice

# OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

**Position:** *Payroll Clerk*

**Division:** *Administration – Central Business Office*

**Location:** *Main Campus, 110 Elwood Davis Rd, Liverpool, NY*

**Duties:** *Successful candidate will process the payroll for participating school districts’ employees; prepare reports to the NYS Retirement Systems; calculate and remit withholdings; resolve payroll discrepancies and answer payroll inquiries; provide outstanding customer service; review payroll processing; be the resident expert on pension and payroll related rules and regulations developing a plan for training and implementation; responsible for assisting in training new hires; and other duties as assigned by Central Business Office Manager.*

**Qualifications:** *Promotional:* One (1) year of permanent competitive status as an Account Clerk III; or Two (2) years of permanent competitive status as an Account Clerk II, Account Clerk-Typist II, or Control Clerk; or Three (3) years of permanent competitive status as an Account Clerk I or Account Clerk-Typist I.

*Open-Competitive:* Four (4) years of work experience or its part time equivalent, in processing payroll data and preparing payrolls, including the maintenance of payroll accounts and records.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the Payroll Clerk eligibility list. Candidates with payroll experience preferred.

**Salary:** *Grade 13; \$49,279-\$52,739*

**Starting Date:** *As soon as possible*

**Closing Date:** *Two (2) weeks from date Notice posted*

**For questions regarding this Vacancy Notice, please contact:**

OR

**Register and apply at:**

[www.olasjobs.org/central](http://www.olasjobs.org/central)

Personnel Department/Recruitment Office  
 Onondaga-Cortland-Madison BOCES  
 PO Box 4754, Syracuse, NY 13221  
 Fax: (315) 433-2650

[recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)

[www.ocmboces.org](http://www.ocmboces.org)

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