

Vacancy Notice

OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: ***Payroll Clerk***

Division: *Administration – Business Office*

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

Duties: We are seeking a detail-oriented Payroll Clerk to join our team. The successful candidate will process the semi-monthly BOCES payroll cycle, including timecard calculation, data entry, and the processing of wage garnishments. This role is responsible for ensuring compliance through monthly NYS Retirement Systems reporting and requires a commitment to excellence in resolving payroll discrepancies and answering employee inquiries. We are looking for a reliable professional who provides outstanding customer service and is ready to support departmental goals under the direction of the Manager of Payroll & Spec Svcs.

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; \$53,519-\$59,380 (as per COMBO contract)

Starting Date: As soon as possible

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

To apply, forward cover letter and resume to: recruitment@ocmboces.org

OR

Register and apply at:

www.olasjobs.org/central

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

www.ocmboces.org

**Visa sponsorship is not provided*

Equal Opportunity Employer

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