

South Colonie Central School District
Human Resources
102 Lorelee Drive
Albany, NY 12205
[South Colonie Job Opportunities](#)

To: South Colonie Central School District Employees
From: Human Resources
Date: July 21, 2023
Subject: **SENIOR PAYROLL CLERK - PROVISIONAL APPOINTMENT**

Please be informed that applications are now being accepted for the following anticipated position:

POSITION TITLE: Provisional Senior Payroll Clerk (12 months)

REPORTING TO: Business Administrator

HOURS: 7.5 hours per day

CURRENT LOCATION: District Office

SALARY AND BENEFITS: \$55,000.00 - \$70,000.00 starting salary range based on previous experience.

PROVISIONAL APPOINTMENT- Candidate must successfully complete the Albany County Civil Service Senior Payroll Clerk exam when next given and be eligible for appointment to retain this position.

RESPONSIBILITIES:

- Supervises and maintains time records and notifies employees of change in time;
- Compiles and posts data to the computer system and reconciles all payrolls;
- Performs bank transfers for payrolls;
- Pays all employees benefits including the reconciling of health, dental, credit union, union dues, United Fund, etc.;
- Processes applications for benefits such as workers compensation claims and resolves issues with carriers;
- Resolves employees' problems with their benefit package;
- Resolves any errors in employee's paychecks and reissues them as needed;
- Compiles fiscal payroll and employee benefit data for financial, statistical and budget purposes;
- Attends workshops on payroll procedures, changes, etc.;
- Monitors all cash control systems in the absence of the District Treasurer;
- May process information to facilitate the preparation of the payroll, including information pertaining to the separation of employees, their appointment, deductions/corrections, and tax matters, including the preparation and distribution of annual W-2 forms;
- Enters payroll and benefits data into an automated financial or personnel database;
- Does other tasks as assigned by a supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough ability to conduct payroll calculation procedures and time keeping tasks;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of business English, and arithmetic;
- Ability to make simple arithmetic computation accurately;
- Ability to establish and maintain effective working relationships with others;
- Ability to follow oral and written instructions;
- Ability to supervise the work of others;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

A. Graduation from a regionally accredited or New York State four-year college with a bachelor's degree in business administration, accounting or related field and one (1) years of experience in a position involving the maintenance of payroll records; OR,

B. Graduation from a regionally accredited or New York State two-year college with an associate's degree in business administration, accounting or related field and three (3) years of experience in a position involving the maintenance of payroll records; OR,

C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in a position involving the maintenance of payroll records.

APPLICATION: Letter of interest and resume must be submitted to Christopher Robilotti, Assistant Superintendent of Human Resources & Safe Schools, no later than **August 4, 2023**.

External applicants should apply to <https://scolonie.recruitfront.com/JobPosting?JID=38189>

Application Deadline Date: **8/4/2023**

South Colonie does not discriminate on the basis of gender, race, color, national origin, handicap or age. Inquiries concerning this policy of equal opportunity should be made to the Title IX and Section 504 Coordinator, at the District Office, 102 Loralee Drive, Albany, NY 12205. (518) 869-3576. The selected applicant will be subject to a fingerprinting supported criminal history background check in accordance with SAVE Legislation effective July 1, 2001.