



## **OSWEGO COUNTY PAYROLL SPECIALIST**

The Oswego County Human Resources Department has an immediate opening for a Payroll Specialist to assist the Payroll Administrator in performing functions to aide in the administration of Oswego County's payroll system, as well as, retirement reporting, imputing budget, payroll submission and MUNIS program development. The work is carried out in accordance with applicable federal and state laws as well as local policy and regulations.

**Qualifications:** Possession of a bachelor's degree, or higher, in accounting, business administration, or a closely related field and one (1) year of experience involving explaining, verifying and processing payroll and/or insurance claims or information related to employee benefits; **OR** possession of an associates degree in accounting, business administration or a closely related field and three (3) years of experience as stated above; **OR** graduation from high school or possession of an equivalency diploma and five (5) years of experience as stated above. Previous MUNIS experience is preferred.

Permanent appointment to this position requires successful completion of the civil service examination.

**Starting Salary:** \$20.98 per hour plus competitive benefit package including: health, vision, dental and life insurance; NYS Retirement; and Public Service Loan Forgiveness Program.

**To Apply:** Review of applications will begin immediately and continue until position is filled. Please visit our website to complete an online application or submit a paper application to the address below.

Oswego County Human Resources Department  
46 East Bridge Street  
Oswego, New York 13126  
(315) 349-8209 Fax: (315) 349-8254  
Email: [humanresources@oswegocounty.com](mailto:humanresources@oswegocounty.com)  
Web: [www.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)  
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