



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 aid 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.

This title has been approved to be filled without the need to take an exam for a limited period through the HELP Program. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP program ends.

Starting Salary: \$23.82 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
Web: www.oswegocounty.com/humanresources
AA/EEO EMPLOYER