



PAYROLL CLERK (HELP)
DEPARTMENT OF FINANCE
Salary: \$55,228

This position is responsible for processing a periodic payroll for a large organization. It is located specifically in a financial department or unit charged with this responsibility. The incumbent enters and verifies payroll related information according to strict time frames, runs a number of reports to check the overall payroll, then produces and distributes pay checks. The incumbent is also responsible for completing reports and distributing payments to other agencies, including banks, retirement systems, and the state and federal government. This position differs from other positions located in various departments and units that process payroll information in that the Payroll Clerk is responsible for the entire payroll process through the distribution of funds to employees, banks and tax revenue agencies. The work is performed under specific legal requirements and operational guidelines but requires detailed attention to information and the investigation and correction of payroll related errors or omissions. The position generally does not supervise other employees, but may direct the work of aides, interns, temporary employees and other lower-level employees.

To view a complete list of job duties, click [here](#).

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

EITHER: (A) Associate's degree in Business, Finance, Accounting, or Bookkeeping;

OR: (B) Associate's degree and one (1) year of full time paid work experience maintaining financial accounts and records, which involved the maintenance of payroll records;

OR: (C) Three (3) years of full time paid work experience maintaining financial accounts and records, one (1) year of which involved the maintenance of payroll records;

OR: (D) An equivalent combination of education, training and experience as defined by the limits of (A) through (C) above.

NOTE: Qualifying work experience in the maintenance of payroll records includes activities related to processing payroll, deductions, garnishments, retirement calculations and related activities. Experience in tallying hours and data entry will NOT be considered as qualifying experience.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.

online at www.dutchessny.gov/jobs

Recruitment will be posted until filled.

An EEO/AA Employer Apply

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