

The Sullivan County **Office of Management and Budget** is seeking to fill the following position:

PRINCIPAL PAYROLL CLERK

Performs and coordinates technical, complex account clerical work in connection with preparation, completion or finalizing payrolls and other related duties including handling New York State Employees Retirement transactions. Work is performed under general supervision with leeway allowed to independently perform most job tasks. Supervision may be exercised over account/clerical staff.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Business Administration, Accounting, or a related field; or
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Accounting, Business or a related field, and two (2) years of progressively responsible experience in maintaining financial accounts or records, at least one (1) year of which shall have involved the processing of payroll transactions for a large number of employees; or
- (C) Graduation from high school, or possession of a high school equivalency diploma, and four (4) years of progressively responsible experience in maintaining financial accounts or records, at least one (1) year of which shall have involved the processing of payroll transactions for a large number of employees; or
- (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

***NOTE:** Successful completion of coursework in business administration, accounting or a related field at a college or university may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience, for a maximum of twelve (12) semester credit hours.*

SALARY: \$45,000.00

TO APPLY ONLINE, visit: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

EEO/AA Employer

M/F/D/V