

MAYFIELD CENTRAL SCHOOL VACANCY IN THE BUSINESS OFFICE PAYROLL CLERK (CIVIL SERVICE ACCOUNT CLERK)

1. Account Clerk classification by Fulton County Civil Service is a requirement.
2. The position is not represented by a bargaining unit.
3. The salary range will be based upon the job classification, the salaries and benefits for similar positions in this area and the qualifications of the successful candidate.
4. The position follows the calendar for twelve-month employees.
5. Duties include, but may not be limited to, the following:
 - a. Payroll for salary and hourly employees prepared, printed and distributed twenty-six times annually plus supplemental payrolls; and, live payroll tests as required by audit function
 - b. Filing State and Federal tax reports for categories such as Withholding
 - c. Issuance of salary agreements including computational bases and cost of fringe benefits
 - d. Computation for all taxes and deductions, non-elective and elective (such as union dues, annuities and cafeteria plans), including computation of retirement benefits
 - e. Recording and monitoring of staff attendance for payroll and cumulative records under different contracts
 - f. Use of Finance Manager and/or nVision business software for all business functions and reports
 - g. Development and use of Excel spreadsheets for reporting and record-keeping
 - h. Health Insurance collection of premiums from retirees and record-keeping
 - i. Review and process medical reimbursements for retirees
 - j. Medicare reimbursements for retirees
 - k. Medicare Part D subsidy program: application, reporting and record-keeping for District
 - l. Health Insurance interface between active and retired employees and providers for services and billing concerns
 - m. Enrollment and changes for employees in NYS retirement systems (TRS and ERS)
 - n. Unemployment Insurance and Workers Compensation interface between District and agencies
 - o. Other duties in line with general office work and specific areas of responsibility as assigned by School Business Manager
6. The individual must demonstrate the following qualifications, skills and knowledge:
 - a. Personable, pleasant and articulate with public, employees and agencies
 - b. Good attendance record, strong work ethic and flexibility when required by circumstances
 - c. Confidential
 - d. Accuracy and facility in computation and with computational technology
 - e. Facility with existing computer programs and capable of learning applications
 - f. Experience in all aspects of payroll and common forms, such as W-2 and 4, etc.
 - g. Ability to respond quickly and just as easily return to work in progress with focus
7. Individuals who may be interested in applying for this position are encouraged to do the following:
 - a. Speak informally with Debra Javarone, District Clerk (661 – 8207).
 - b. Confirm your eligibility with Fulton County Civil Service and/or inquire about a test for position.

- c. Send a cover letter, resume, unofficial copies of any post-secondary course work and names and telephone numbers of references to:
 - Superintendent
 - Mayfield CSD
 - 27 School Street
 - Mayfield, NY 12117
 - d. Applications will be considered as received and the deadline for applications is April 13, 2018.
8. Timeline: The District wishes to employ the successful candidate by June 1, 2018 in order to complete a three-month cycle with current staff.

Dated: March, 2018