

POSITION AVAILABLE

PROVISIONAL APPOINTMENT

Candidates must qualify to sit for Rensselaer County Civil Service Exam, but do not need to be a resident of Rensselaer County to qualify.

SCHODACK CENTRAL SCHOOL DISTRICT
1477 SOUTH SCHODACK ROAD
CASTLETON, NEW YORK 12033

ACCOUNT CLERK/TYPIST – PAYROLL/BUSINESS OFFICE

Management/Confidential - Competitive Civil Service Position

Available start date: ASAP

\$ 22.14 per hour start rate (based on the CSEA start rate, contract currently being negotiated)
12-month position

- The Business Office has a position available. Responsibilities include, but are not limited to Payroll & Human Resource functions, processing payrolls (bi-weekly and supplemental payrolls, as needed), entering hours and days to timesheets in the payroll system, updating changes to payroll deductions, retirement information, direct deposit information and salary changes. Responsibilities also include processing direct deposits and ACH transactions, processing Federal and NYS tax payments, remitting deductions to agencies for dues, retirement and garnishments as well as correspondence with employees as needed.
- Experience with Microsoft Excel and bookkeeping/accounting background preferred. Payroll experience helpful but not necessary.
- Must be familiar with e-mail and internet, basic computer applications and software programs, preferably Microsoft Office.
- Competitive civil service position. Candidate must be eligible to take and pass the Account Clerk /Typist civil service exam when it is offered and meet all Rensselaer County civil service requirements.
- Professional verbal and written communication skills, strong mathematical aptitude desired.
- Position requires strong organizational skills, ability to work independently, ability to manage multiple priorities and ability to maintain a high degree of confidentiality.

QUALIFICATIONS:

A) Graduation from high school including or supplemented by courses in bookkeeping and typing.

(see detailed Civil Service description included)

APPLY TO: Michele Reickert (mreickert@schodack.k12.ny.us)

APPLY BY: November 2, 2021