



**POSTING #1
(Anticipated)**

THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT, NEW YORK

An Equal Opportunity/Affirmative Action Employer

DATE OF POSTING: **July 15, 2025**

POSITION: Payroll Specialist

SALARY: \$27.11 per hour (Step 1) - \$33.85 (Step 11) per hour
(*Salary determined from Confidential Employees Memorandum of Understanding*)

ASSIGNMENT: Central Administration

CLOSING DATE: **July 28, 2025**

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State college with an Associate's Degree and three (3) years of full time paid experience in payroll transactions, payroll data entry, auditing, tax withholdings, garnishments or support collection calculations; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full time paid experience in payroll transactions, payroll data entry, auditing, tax withholdings, garnishments or support collection calculations.

TYPICAL WORK ACTIVITIES:

- Generates payrolls in an automated environment including time entry and computer processing of pay runs;
- Prepares bi-weekly payroll including gross and net figures, retirement loans, garnishes, tax sheltered annuities, routine deductions, etc. for all employees;
- Processes changes to payroll such as direct deposits, personnel change forms, deferred compensation and garnishments, etc.;
- Generates the issuance of checks, closing of payrolls and related reports for internal and external use;
- Adjust salary figures for individual employees based on hours worked, and in the case of teachers, on credit hours and degrees earned;
- Adjusts annual salaries for personnel based on contract provisions;
- Responds to inquiries from employees regarding payroll information;
- Interacts with outside agencies regarding payroll information, such as retirement system, social security and bank salary verifications;
- Prepares confidential source data related to salaries and fringe benefits to aid administrators in contract negotiations;
- Processes annual report for payment in kinds, W2 forms and the US Department of Labor Reporting;
- Verifies and distributes salaries to appropriate accounts, prepares report for Treasurer to transfer correct amounts to trust and agency and payroll account;
- Processes a variety of transactions involving deduction changes such as retirement, health insurance, social security, etc.;
- Verifies and submits monthly New York State Retirement Reports;
- Responds to inquiries from internal and external parties concerning payroll and related personnel matters;
- Prepares a variety of records and reports related to the payroll process;
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of principles and practices of computerized payroll processing and data based record keeping;
- Strong customer service skills;
- Strong mathematical skills;

- Strong clerical skills;
- Ability to communicate effectively both verbally and in writing;
- Ability to establish and maintain effective working relationships;
- Ability to create and manipulate computerized spreadsheets, word documents, and databases;
- Ability to understand and carry out oral and written instructions;
- Ability to prepare reports;
- A high degree of accuracy;
- Initiative; resourcefulness; good judgment; tact and courtesy;
- Physical condition commensurate with the demands of the position.

APPLY: *The successful candidate must take, pass, and be reachable on the “List of Eligibles” for the Rensselaer County Civil Service examination for Payroll Specialist.* All interested and qualified individuals wishing to become candidates for this position **MUST** submit a complete application packet that includes a cover letter, resume, East Greenbush Central School District application and Rensselaer County Civil Service application (available on the district website) by **July 28, 2025** to:

*Martin Mahar
Interim Director of Human Resources
East Greenbush Central School District
29 Englewood Avenue
East Greenbush, NY 12061*

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

Notice of Non-Discrimination Policy

The East Greenbush Central School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or marital status, sexual orientation or any other characteristic protected by State or Federal law in any of its employment decisions; and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and NYS Human Rights Laws.

Administration Center, 29 Englewood Avenue, East Greenbush, New York 12061
Phone: (518) 207-2529 Fax: (518) 477-4833