



People are the core of Otsego Northern Catskills BOCES. ONC BOCES administrators, program managers, faculty and staff are experts in their fields who build effective partnerships with component school districts. ONC BOCES focuses on ways to both lead and support our component school staff, students and communities. Our partnerships with school districts and our communities help us provide the best possible education for learners of all ages and abilities.

- Position:** Payroll and Benefits Specialist — Full-time, 12-month, 7.5 hour day, Non-Unit Support, Competitive Civil Service position.
- Location:** Northern Catskills Occupational Center in Grand Gorge
- Qualifications:** Either:
(a) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree, or higher, in Business Administration, Accounting or closely related field and one (1) year of full-time experience, or its part-time equivalent, in maintaining complex financial accounts and records including the use of financially or fiscally related types of computer software programs OR
(b) Graduation from high school or possession of a high school equivalency diploma and previous payroll experience preferred including three (3) years of experience as defined in (a) above; OR
(c) An equivalent combination of training and experience as defined in the limits of (a) and (b) above.
Must be able to maintain databases and spreadsheets; perform words processing and handle various issues and complaints regarding financial matters.
- Responsibilities:** The successful candidate will be responsible for processing financial data on a variety of accounts pertinent to the BOCES financial records, including but not limited to payroll records including deductions, benefit allocations and retiree health insurance, accounts payable and receivable; assist with preparation of various financial reports which include but not limited to payroll, benefit cost, budget data, federal and state tax filings; assist in gathering financial data in support of annual budget preparation, contract negotiations (assist with data and proposals) and maintenance of fiscal controls. Also responsible for maintenance of a variety of financial records relating to retirement, social security, health and dental insurance, ACA reporting, COBRA, 403(b) electives, state and federal withholding taxes. This position will also be responsible for entering financial information into the computerized systems; review and check account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extensions as well as appropriateness relative to collective bargaining contracts.
- Starting Date:** July 2020
- Application Deadline:** Open until filled.
- Salary:** \$28,000 - \$30,000 based on education and experience
- Apply To:** www.olasjobs.org/southern
- Further Information Contact:** humanresources@oncboces.org
- Additional Information:** Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.
The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.