



Starpoint Central School District

VACANCY—PLEASE POST

POSITION: Payroll Clerk

DESCRIPTION: See the attached job description and qualifications from Niagara County Civil Service.

Appointment will have a one-year provisional term. This title will be included in the NYS HELP Program and is pending NYSCSC approval. Information on HELP can be found here:

<https://www.niagaracounty.com/employment/#outer-1641>

COMPENSATION: \$52,000 - \$54,000

Benefits per the Starpoint CSD Non-Bargaining Agreement

Salary and benefits will be for the 2025-26 school year (7/1/2025-6/30/2026), prorated for the month of June 2025

EFFECTIVE DATE: June 1, 2025

POSITION CLASS: Competitive – Mandatory Eligible list

This is a competitive class position. In order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Before applying you must read the “Transfer Guidelines” document in the Job Postings Folder and also review the job specification located at www.niagaracounty.com. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 438-4071.

APPLICATION PROCESS: Submit a completed Niagara County Civil Service application and three professional references to:
Gretchen Cercone, Assistant Superintendent of Human Resources
gcercone@starpointcsd.org

DEADLINE: April 11, 2025

Starpoint Central School District is an equal opportunity employer in compliance with New York State Human Rights Law, Title IX; Title IV of the Civil Rights Act of 1964 and the Equal Employment Opportunity Law. Starpoint Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, sex or disability.

DEPARTMENT: ALL
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 22, 2021

PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This is a very responsible clerical and financial record keeping position which involves the verification and processing of assigned payrolls, personnel reports, and changes relative to the payroll process. Aside from the standard procedures, the involvement in the payroll process requires the incumbent to thoroughly understand the payroll process and the personnel records pertaining to payroll and to constantly be alert for discrepancies. The incumbent receives general supervision from a department administrator. There is little opportunity for independent judgment as the work must be performed in accordance with prescribed policies, procedures, and laws. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Completes and then checks for accuracy the assigned payrolls and time cards and/or time and attendance reports before submitting to the County Payroll Department and/or the Civil Service department when certification is required
2. Completes report of personnel change forms in accordance with Niagara County Civil Service Rules and forwards them to the Civil Service Office and the Payroll Department;
3. Submits required reports and forms for deductions including withholding tax, F.I.C.A., union dues, credit union, savings contributions, etc.;
4. When assigned, files report of personnel change forms, payroll reports, physical exam reports, applications, waivers, leave reports, and other personnel reports;
5. When assigned, maintains and posts to journals and spread sheets;
6. Maintains earnings records and reports for assigned employees according to established policy;
7. When assigned, maintains and submits required reports for Health Care, Unemployment Insurance, F.I.C.A., New York State Retirement, and Workmen's Compensation;
8. May assist in budget preparation with regard to employees' salary and associated costs including step increases, longevity, contract raises, etc.;
9. Issues employees' paychecks according to established policy;
10. Prepares and verifies salary and employment information for the Social Security Administration, New York State Retirement, the IRS, etc.;
11. Assists other clerical staff with various payroll deduction methods, terms and procedures;
12. Issues stop payment orders with banks regarding payroll checks;
13. Prepares and codes computer maintenance forms regarding changes in payroll data;
14. When assigned, may complete the entire payroll cycle beginning at data input, then production of the payroll, and finally the recording and reporting of payroll data using a computer software program;
15. When assigned, performs general office clerical functions such as answering phones, filing, duplicating, etc.;
16. When assigned, completes, submits, and maintains necessary paperwork in accordance with Civil Service canvassing and certification procedures for departmental appointments;
17. When assigned, maintains and routes employee evaluation forms in accordance with departmental procedures;
18. When assigned, may maintain other financial records not related to the payroll process.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of accounting and office terminology, procedures and equipment; working knowledge of Federal and State forms along with the procedures and terminology associated with maintaining personnel records pertinent to payroll; ability to understand and follow detailed oral and written instructions; ability to get along well with others; ability to complete clerical work with a high degree of accuracy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of full-time, paid general office experience that involved the maintenance of financial records, two (2) of which must have involved the use of computerized data processing equipment to maintain financial records.

NOTE: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience