



East Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

Mr. Anthony DiCarlo
Superintendent of Schools

Office of Personnel

Senior Payroll Clerk

The district is accepting applications throughout the year for ongoing vacancies.

East Ramapo Central School District has an immediate opening for a Senior Payroll Clerk. The work is specialized, diverse and can be complex in nature.

Job Description: This is a twelve-month position in the Business Department. The work includes the integration of a variety of data and the processing of payroll and payroll-related data and records (e.g., entering data from employee time sheets including vacation, overtime, adjustments, etc. into automated payroll system). Provides general information to employees with respect to a variety of payroll matters. Posts wage data to payroll records and proves gross payroll totals. Makes and checks adjustments and revisions in payroll rates or deductions. Responds to requests for wage verifications (e.g., for loans, mortgages, etc.); Uses computer software or other automated systems in the completion of assignments. Prepares a variety of routine payroll-related reports, as required. Operates standard office machines and utilizes various computer programs and applications for the completion of work assignments. May provide work guidance to staff involved in the processing of payroll records.

Required Qualifications: Graduation from high school or possession of an equivalency diploma and either: Two (2) years of clerical or business experience, at least one (1) year of which must have involved account-keeping responsibilities and/or the preparation of payrolls, payroll reports, and/or processing payroll data and records as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or an Associate's degree or higher in Accounting or comparable curriculum.

Salary and benefits are competitive with the public sector market including but not limited to the following:

- **Salary range is \$40,717 – \$76,603**
- 35 hour work week
- Medical and Dental Insurance
- Paid time off including sick leave, personal leave and holidays
- New York State Pension eligibility

If you are interested in this position, please email your resume and cover letter to: jobs@ercsd.org.

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