

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

PAYROLL SPECIALIST (HELP PROGRAM)

(*COUNTY APPLICATION REQUIRED*- Go to: <https://madison-portal.mycivilservice.com/>)

Application Deadline: Please send application to Madison County Department of Human Resources no later than **09/29/2025**.

Full-time Payroll Specialist sought for the Madison County Finance Department. This position involves responsibility for assisting with payroll and benefits systems administration. Employees in this class are responsible for assisting in the consolidation of deposits from various payroll funds, preparation of bank deposits, calculation of various payroll deductions and withholdings and addition or deletion of personnel from the payroll. In Madison County, the work is performed under the general supervision of the Director of Finance and the direct supervision of the Payroll Manager allowing for some exercise of independent judgement in carrying out the details of the work according to prescribed policies and procedures. In the school districts, the work is performed under the supervision of a school administrator. The Payroll Specialist does related work as required.

This position is a Managerial/Confidential (M/C) position that includes a M/C benefit package.

2025 Hiring Salary: \$51,062/yr

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's degree, or higher, in Accounting, Business Administration or closely related field and one (1) year full-time paid experience, or its part-time equivalent, in the preparation and administration of a manual or automatic payroll system; OR
- (B) Graduation from high school or possession of an equivalency diploma and three (3) years of full-time paid experience, or its part-time equivalent as defined in (A); OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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