County of Onondaga
Personnel Department
John H. Mulroy Civic Center, 11th Floor
421 Montgomery Street, Syracuse, NY 13202
Phone: 315.435.3537 Fax: 315.435.8272
www.onondaga.gov

The Onondaga County Department of Personnel is currently accepting applications for the position of:

ASSISTANT PAYROLL DIRECTOR (HELP PROGRAM)*
Location: 421 Montgomery Street, Syracuse, NY
Starting Salary: $64,235
Hours of work: 8:00 a.m. – 4:00 p.m., Monday – Friday
To Submit an Application, Click Here

This work involves responsibility for assisting the Director of Payroll Operations in the administration and supervision of staff responsible for the preparation and processing of payrolls for multiple departments of a municipality or public authority. Under general supervision of the Director, an employee in this class also trains and directs employees who are engaged in collecting and preparing payroll data. Work is performed within narrow time constraints.

MINIMUM QUALIFICATIONS

Promotion:

Two (2) years of permanent status as a Payroll Supervisor.

Open-Competitive:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Finance, Business Administration, or closely related field and two (2) years of professional level work experience, or its part time equivalent, in either a supervisory capacity having the overall responsibility of an automated payroll system or, in the development, testing and modification of an automated payroll system; OR,
B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Finance, Business Administration, or closely related field and four (4) years of professional level work experience, or its part time equivalent, in either a supervisory capacity having the overall responsibility of an automated payroll system or, in the development, testing and modification of an automated payroll system; OR,
C) Six (6) years of professional or paraprofessional level work experience in Accounting, Finance, Business Administration, Public Administration, or a closely related field, four (4) years of which must have been in a professional capacity in either a supervisory capacity having the overall responsibility of an automated payroll system or, in the development, testing and modification of an automated payroll system.

Applications/Resumes should be directed to:
Andrea Stanfield
Director of Payroll Operations
Onondaga County Department of Personnel
Email: AndreaStanfield@onondaga.gov

This is a Hiring Emergency Limited Placement (HELP) Program appointment. This is a permanent appointment, and the Civil Service exam will be waived.

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Onondaga County is an affirmative action/equal opportunity employer and values diversity in the workplace. We encourage individuals from all backgrounds to apply.