

PERSONNEL BULLETIN

**PATCHOGUE-MEDFORD SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
PATCHOGUE, NY 11772
(631) 687-6340**

TO APPLY PLEASE SEND THE FOLLOWING:

- **A cover letter, including the Posting #**
- **Resume**
- **Names and email addresses for three (3) professional references.**

RESUME, COVER LETTER & REFERENCES WILL BE ACCEPTED VIA ONE OF THE FOLLOWING:

- **Emailed to dcallahan@pmschools.org**
- **Faxed to 631-687-6349**
- **Mailed or hand delivered to the address above**

POSITION AVAILABLE – PROVISIONAL PAYROLL SUPERVISOR

APPLICATION DEADLINE: September 20, 2021

POSTING #: #176 21-22
Please include the posting # in your cover letter.

POSITION: Provisional Payroll Supervisor

QUALIFICATIONS REQUIRED: Must meet Civil Service Requirements

RESPONSIBILITIES:

- Supervise daily payroll operations including but not limited to processing payrolls, payroll deductions, research, and special projects
- Work with government agencies regarding payroll deductions and calculations
- Contact with Human Resources regarding contract adjustments and unpaid leaves
- Create all monthly and bi-weekly payment orders
- Create and modify W-2 file, balance out calendar and fiscal end totals. Update tax tables
- Compute starting payroll totals, review staffing for new fiscal year and adjust payroll records accordingly
- Compute retirements payouts and bi-weekly garnishments
- Develop pay schedules and calendars for new fiscal year
- Proficient in nVision and Microsoft excel
- Other responsibilities assigned by supervisor

HOURS: 8:00 a.m. – 4:30 p.m.

SALARY: \$69,391
EFFECTIVE: As soon as possible

EMPLOYMENT REQUIREMENTS:

All costs associated with these employment requirements are the responsibility of the employee:

- Fingerprint clearance from the NY State Department of Education (NYSED)

- Drug Screening
- Physical Examination

Patchogue-Medford Schools is an equal opportunity employer. It does not discriminate against applicants or employees on the basis of age, race, creed or religion, color, national origin, sexual orientation, military status, gender, disability which can be reasonably accommodated without undue hardship, genetic predisposition or carrier status, marital status or any other classification protected by law.

11/12/19