NOTICE OF JOB VACANCY

Location: Central Library
Position Title: Payroll Supervisor (Library), full-time
Salary: $50,839 – $71,508 (CSEA Job Group 8)
Type of Appt: Provisional
Date of Posting: January 4, 2024

MINIMUM QUALIFICATIONS:
- Eligibility to accept a provisional appointment:
  - Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor’s Degree in Business Administration or Accounting and two (2) years of experience in payroll or a financial record keeping position; OR
  - Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate’s degree in Business Administration or Accounting and three (3) years of experience in payroll or a financial record keeping position.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

SPECIFIC REQUIREMENTS:
- Thorough knowledge of Federal and State payroll tax laws and state and local legislation affecting payroll procedures;
- Good knowledge of business arithmetic and English;
- Ability to maintain payroll records and prepare reports;
- Ability to understand and follow detailed oral and written instructions;
- Dependability;
- Physically capable of performing the essential functions of the position with or without reasonable accommodation.

SAMPLE WORK ACTIVITIES (illustrative only):
- Oversees the production of the Library payroll and supervises Payroll/Business Office employees in matters related to the payroll system;
- Reviews and evaluates payroll record keeping procedures;
- Coordinates training programs and trains staff in payroll procedures;
- Audits all payroll charges to ensure proper distribution to associated budget codes and cost centers;
- Consults with departments and provides expertise on payroll issues;
- Audits payroll charges.

HOW TO APPLY:
Interested candidates should send a resume and cover letter by January 14, 2024 to hr@buffalolib.org or to:

Judy Fachko, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

1 Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position

The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.