Payroll Clerk

Fulton Montgomery Community College is looking for a full-time Payroll Clerk. This is a Civil Service position (Senior Account Clerk) in our Finance department. We are seeking an individual who has a keen attention to detail, strong time management skills, and works well in a team-oriented environment.

Work hours are 8am to 4pm.
Excellent health insurance, benefits, and generous paid time off
Salary: $34,594

Minimum qualifications include:

- Associate’s Degree in Accounting or closely related field; High School Diploma/GED and two years of payroll experience; or an equivalent combination of training and experience.
- Working knowledge of basic accounting principles is required. Experience in a payroll position or equivalent accounting experience is preferred.
- Ability to handle sensitive and confidential matters professionally with discretion and tact.
- Must be organized, detail-oriented professional with good interpersonal skills.
- A working knowledge of Microsoft Excel is required.

Interested applicants should provide a cover letter and a resume to payrollclerk@fmcc.edu

FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.