

THE CITY OF LOCKPORT IS CURRENTLY TAKING APPLICATIONS FOR THE FOLLOWING POSITION:

PAYROLL AND BENEFITS COORDINATOR

SALARY: \$44,951/YR

This is a very responsible position and involves difficult clerical work requiring excellent judgment, discretion and attention to detail. The work requires the understanding of specific laws, labor contracts and office procedures and policies. The work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work.

Minimum Qualifications:

1. Graduation from a regionally accredited or New York State registered four (4) year college with a Bachelor's Degree in Accounting, Mathematics, Business Administration, Economics or a closely related field;

OR

1. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree in Accounting, Business Administration, Mathematics or closely related field and two (2) year of experience in the preparation of payroll and benefit administration for not less than 50 employees;
1. Graduation from high school or possession of an equivalency diploma and four (4) years of experience as defined above.

NYS RETIREMENT AND BENEFITS

Inquiries to:

**Department of Civil Service
Mary Pat Filbert, Personnel Director
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One Locks Plaza, Rm M-11
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