

Questar III BOCES announces the following vacancy: **BUSINESS OFFICE TECHNICIAN FOR PAYROLL & BENEFITS**

Questar III BOCES announces a vacancy for a full-time Business Office Technician for Payroll & Benefits located in our Central Office in Castleton, NY. This position will perform a variety of payroll and benefit related duties to serve the internal operations of the BOCES:

Typical Work Activities:

- Computes and makes appropriate payroll entries regarding hours worked, deductions, tax changes, overtime, etc.
- Processes bi-weekly payroll for deposits, union dues, garnishes, Federal and State Income Tax payments, etc.
- Maintain and update automated payroll/personnel system.
- Maintain and update data pertaining to payroll deductions.
- Adjusts salary figures for individual employees based on hours worked.
- Prepares and verifies Retirement System Report monthly, quarterly and annually for New York State Retirement System and New York State Teacher's Retirement System.
- Prepare year-end reports for State and Federal Government.
- Processes and maintains enrollment data pertaining to employee's benefits.
- Answers telephone and written requests from employees concerning payroll/benefits related personnel matters.
- Completes other duties as assigned by supervisor.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience involving the maintenance of financial accounts and records. Preferred applicants will have two or more years of experience processing payroll and benefits.

Questar III offers a competitive salary and excellent benefits package. Columbia County Civil Service residency requirements will apply, must be a resident of Albany, Rensselaer, Columbia, Greene, Ulster or Dutchess County at time of application. Position will be subject to a competitive civil service exam.

HOW TO APPLY: Email resume with cover letter to employment@questar.org. Be sure to include Business Office Technician for Payroll & Benefits in the subject line of your email.



THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES FOR RENSSELAER, COLUMBIA & GREENE COUNTIES

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