

Order Number:

NY1533803

Date Job Order Received:

05/09/2025

Number of Openings:

1

Company Name:

Lewis County Opportunities Inc

Job Title:

Payroll Clerk

Minimum Experience Required:

6 Months

Job Description:

General Statement of Duties: The Finance Department is responsible for the oversight of all agency financial and accounting operations. The incumbent is responsible for a variety of administrative and fiscal functions. Essential Job Functions: The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below and essential functions may change.

1. Accounts Payable/Receivable:
 - a. Processes accounts payable and accounts receivable, processes paperwork for payment, prepares mailings, and receives/reconciles vendor statements.
 - b. Assists with year-end 1099 & 1098 documentation.
 - c. Prepares bank deposits.
2. Payroll duties:
 - a. Enters and verifies payroll changes and timesheets.
 - b. Processes payroll, payroll liabilities, and federal/state tax deposits.
 - c. Assists with year-end W-2 & W-3 documentation.
3. Administrative:
 - a. Prepares vehicle and copier reports, reconciles petty cash, and enters cash receipts.
 - b. Assists with monthly and quarterly fiscal cost reports.
4. Consistently demonstrates a commitment to Opportunities mission, objectives and outcomes, and adheres to all agency program policies/procedures.
5. Consistently displays professional work habits, invests in learning opportunities, and acquires/maintains necessary certifications and credentials.
6. Consistently interacts with all individuals using professional maturity/judgment and courtesy.
7. Performs other duties as assigned.

Qualifications: The following qualifications are the minimum requirements necessary to perform the essential functions of the job:

1. Required Knowledge, Skills and Abilities: Knowledge of agency Programs, community services, accounting, and administration. Travel as necessary to attend meetings, conferences and trainings relevant to the job. Communicate effectively and accurately carry out oral and written instructions. Work independently and in a team setting, with the ability to manage multiple priorities. Have a valid drivers license with acceptable driving record.
2. Acceptable Experience and Training: Possess a High School diploma or equivalent with a preference of relevant college coursework or experience directly related to the job requirements. Experience with Microsoft Word and Excel preferred. Completion of ongoing continuing education.

Standards of Performance: The incumbent will be formally evaluated by the Finance Director after the introductory three months, at twelve

months from acquiring the job, and annually thereafter. The incumbent will be evaluated on competency with the essential functions of the job.

Job Location:

Lowville, New York 13367

Pay:

\$15.50 - \$24.26 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

35

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Class: Class D (Operator)

Endorsements:

How to Apply:

To apply, contact the employer by: E-Mail, Fax, Internet, Mail or In Person

Mathys, Scott

Lewis County Opportunities Inc

8265 State Rt. 812

Lowville, New York 13367

Fax: Mathys, Scott (315) 376-8421

Email: smathys@lcopps.org

Web-site: <https://www.lewiscountyopportunities.com/career-opportunities>