



Principal Account Clerk – Payroll

Fulton Montgomery Community College is looking for a full-time Payroll Clerk. This is a Civil Service position (Principal Account Clerk) in our Finance department. We are seeking an individual who has a keen attention to detail, prior payroll experience, 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: \$39,371

Key Responsibilities:

- Collect and process payroll information, ensuring timely and accurate records and reporting.
- Provide customer service by assisting students, faculty, and staff with payroll related inquiries.
- Handle sensitive and confidential financial information with professionalism and discretion.
- Assist the Senior Accountant with account reconciliations and other related projects.

Minimum qualifications include:

- Associate's Degree in Accounting or closely related field with four year's of relevant experience; High School Diploma/GED with six year's of relevant experience; or six year's of relevant experience as described above. Two years payroll experience preferred.
- Working knowledge of basic accounting principles.
- Strong organizational skills with attention to detail and the ability to work well with others.
- 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.