



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ORANGE COUNTY DEPARTMENT OF FINANCE Supervisor of Payroll and Employee Benefits GRADE 18

The Orange County Department of Finance is now accepting applications to fill the position of Supervisor of Payroll and Employee Benefits. This position is allocated to the competitive class. The nature of the appointment is provisional, pending the outcome of a Civil Service Examination. Civil Service Examination will be announced at a later date. This is an important supervisory position with responsibility for the direction, coordination and control of County payroll operations. Under general supervision of the Commissioner of Finance, work is performed in accordance with established policies, laws and regulations, with considerable latitude allowed for the exercise of independent judgement in administering the functions of the office. Supervision is exercised over Payroll Department staff. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree or higher in Accounting, Business or Public Administration or related field and four (4) years of experience in payroll and employee benefits operations which must have included one (1) year in a supervisory capacity; OR
- (B) Associate's Degree in Accounting, Business or Public Administration and six (6) years of experience as described in (A) above, two (2) years of which must have been in a supervisory capacity.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

2026 STARTING SALARY: County Employees - As per CSEA contract for Grade 18
New Employee Grade 18 \$51.8199 per hour;
\$107,785.39 annually (40-hour work week)

SEND APPLICATIONS, BY JANUARY 23, 2026, TO:

COMMISSIONER'S OFFICE
ORANGE COUNTY DEPARTMENT OF FINANCE
255 MAIN STREET
GOSHEN, NEW YORK 10924
ATTN: TIFFANY FINCH

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page. Or download directly here: [Application for Employment Application](#)

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www.orangecountygov.com

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