



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 and four (4) years of experience as described below; OR
- B) Completion of sixty (60) college credits and six (6) years of experience as outlined below; OR
- C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as outlined below.

Experience Requirements:

1. Experience in data analysis and maintenance on payrolls within organizations operating under collective bargaining contracts; "analysis" means a capacity to analyze and interpret the various fields which must exist in a payroll computer system;
2. Demonstrated hands-on engagement in managing or assisting in the management of diverse pay groups including hourly, salaried, seasonal and part-time employees;
3. Demonstrated history of working with a pay system that includes pension (*or 401-k, 403-b or similar*) benefits;
4. Demonstrable ability to operate one or more payroll platforms such as Workday, Oracle, ADP, or UKG. Identify in your application the payroll platform(s) you have experience working with and your role in the same.

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.

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)

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION.

SEND APPLICATIONS and THREE (3) REFERENCES 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](#)

An Equal Opportunity Employer
www.orangecountygov.com

Date of Re-Issue: 3/12/2026 # 24463