



## POSITION OPENING

**TITLE:** ASSISTANT PAYROLL BOOKKEEPER

**RECRUITMENT PERIOD:** 01/22/10 THROUGH: 02/04/10

**FULL OR PART TIME:** Part Time  
7:30 a.m. – 12:00 p.m.

**SCHEDULED HOURS:** 22.5 Hours/Week

**BASIC RESPONSIBILITIES:** Responsible for preparation of the payroll and related employee benefits.

**JOB QUALIFICATIONS:** Must be knowledgeable in all phases of payroll administration. Formal education and/or training is desirable. Proven work experience may be accepted in lieu of formal education and/or training.

**RESPONSIBLE TO:** Director of Financial Services

**SALARY:** Commensurate with experience

**CONTACT/SEND RESUME TO:** *Cindy McClurg*  
Human Resource Assistant  
(585) 271-2897 Ext 491

**E.O.E.**