



Tully Central Schools

Education Today For Tomorrow's Challenges

POSTING FOR ANTICIPATED PAYROLL COORDINATOR

Job Type: Full Time (12 Month) / Cortland County Civil Service Position

Competitive Class: Must take the Cortland County Civil Service exam and be reachable on the eligibility list.

Starting Salary: \$50,000; salary commensurate with experience and education

Start Date: Immediately

Description: The Tully Central School District seeks a dynamic and innovative candidate for Payroll Coordinator. This is a full-time, twelve (12) month position offering an attractive salary and benefits package.

This position requires the ability to be able to work with a high degree of independence. The successful candidate will execute and control payroll processing and benefits in accordance with specific laws, labor contracts and internal policies/procedures while reporting to the School Business Administrator. Essential functions include but are not limited to the job description posted on the district's employment web page. EOE.

Qualifications: (a) Possession of a bachelor's degree or higher in Accounting, Mathematics, Business Administration, Economics, or closely related field; OR

(b) Possession of an associate's degree or higher in Accounting, Mathematics, Business Administrative, Economics, or closely related field and two (2) years of experience in payroll processing; OR

(c) Graduation from high school or possession of a high school equivalency diploma AND four (4) years of experience in payroll processing; OR

(d) Any equivalent combination of training and experience as described in (a) and (b) above.

Please apply by visiting the Tully district website or through the Cortland County Civil Service online application: <https://www.cortlandcountyny.gov/266/JobExam-Application>

Important: When applying please note **Payroll Coordinator - Tully CSD**

Application Deadline: Applications will be accepted until position is filled.

Post Date: January 30, 2026