

CITY OF AUBURN

Human Resources Benefits Associate

2019 Salary Range: \$53,153 to \$74,175 per year
New York State Retirement & Excellent Benefits Package

The Position

The City of Auburn is seeking a Human Resources Benefits Associate, who will be responsible for management and administration of employee benefits and fringe benefit programs. The HR Benefits Associate will be involved in worker's compensation filing, reporting, and administration; as well as, act as a liaison with our Worker Compensation Carrier and Worker's Compensation Board. This person will assist the Comptroller with various duties, including but not limited to, accounting work, union contract issues, and filing. The HR Benefits Associate is hired by the City Manager, and reports to the Comptroller, and works closely with both Treasurer's office and Comptroller's office staff.

Minimum Qualifications

Graduation from a regionally accredited NYS registered four-year college with a bachelor's degree in business or governmental administration, personnel administration, finance or related field **AND** one year of experience involving payroll and personnel record transactions; **OR**

Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in business or governmental administration, government, personnel administration or related field **AND** three years of experience involving payroll and personnel record transactions; **OR**

Graduation from high school or possession of a high school equivalency diploma **AND** five years of experience involving payroll and personnel record transactions.

The Ideal Candidate:

The Human Resources Benefits Associate will be someone who can affirm they are skilled, trained, and experienced in the following competencies: thorough knowledge of business arithmetic & English; thorough knowledge of office terminology, procedures, and equipment; good knowledge of modern methods used in maintaining financial accounts/records; ability to understand negotiated contracts & their effects on payroll; ability to understand & carry out oral and written instructions; ability to communicate effectively with others; ability to write legibly, and make arithmetic computations rapidly & accurately. A successful candidate will be self-motivated, with a high degree of accuracy, neatness, integrity, tact, and courtesy. They will demonstrate innovative problem solving, outstanding customer service, and performance excellence.

How to Apply:

Qualified candidates should forward a cover letter, resume including references, and a completed Job Application to Civil Service, 24 South Street, Auburn, NY 13021 or by e-mail at comptroller@auburnny.gov for consideration by June 24th, 2019.