



BLOUNT COUNTY COMMISSION
is now accepting resumes for the position of:

Payroll Clerk

Opening Date: February 11, 2019

Closing Date: February 22, 2019

Job Type: Full- Time

Status: Non-exempt

Location: Human Resources

Hours: up to 40 hours weekly. Must be able to work non-standard hours if needed

General Summary: Under the general oversight of the Human Resources Manager, the employee manages the payroll functions of the County, ensuring that the County abides by federal and state employment laws, and that personnel policies and procedures are followed on a consistent basis. The employee performs the timely and compliant operation of payroll and benefit functions and ensures compliance with federal and state laws. The employee maintains confidential and secured personnel files in accordance with relevant laws. The employee assists the Human Resources Manager as otherwise directed.

Minimum Qualifications

1. Experience performing the payroll function is preferred.
2. Work experience in the payroll or related field within the public sector is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license.
4. Possess Payroll certification or ability to earn certification within a designated period of time is required.
5. Ability to gain and maintain Notary Public designation.
6. Ability to work non-standard hours.
7. Ability to travel to County offices and continuing education courses.

Please submit applications to the Blount County Commission Office or email your resume to apply@blountcountyal.gov .

BLOUNT COUNTY IS A DRUG FREE / EQUAL OPPORTUNITY EMPLOYER