

DARRELL SANDERS
CHAIRMAN

DIANE KILPATRICK
COUNTY ADMINISTRATOR

DENNIS MCCALL
COUNTY ENGINEER



COMMISSIONERS:

JOEY PEAVY, DISTRICT 1
JESSE F. MCWILLIAMS, III, DISTRICT 2
REBECCA BUTTS, DISTRICT 3
ALLIN WHITTLE, DISTRICT 4
DARRELL SANDERS, DISTRICT 5

BUTLER COUNTY COMMISSION

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Job Announcement

Job Title:	Human Resources/Payroll Clerk	Full-Time Position: Monday-Friday
Opening Date:	December 20, 2021	Closing Date: January 28, 2022
Department:	County Commission	Salary Range: \$30,000 - \$40,000
Reports to:	County Administrator	

Job Summary

This job is a responsible and complex financial and administrative work in the preparation of the county payroll, reimbursable accounting, accounts payable, administration of employee benefit programs to include leave, compensatory time, workers compensation, retirement, and general administrative support.

Job Domains

Essential Duties

1. Prepare and distribute bi-weekly payroll for all county employees
2. Answer questions regarding hourly requirements and group insurance
3. Verify and inspect changes
4. Process court-ordered legal attachments to employees' wages and maintain payment records
5. Manually check time sheets and enter all payroll data into the computer
6. Print and distribute payroll checks
7. Coordinate retirement benefits and information
8. Prepare checks for retirement, garnishments, child support, health insurance, life insurance, cost of living for retirees and special accounts as required
9. Prepare monthly life and health insurance reports and maintain copies of same
10. Prepare monthly reimbursement request registrar's salary.
11. Prepare quarterly reports for payroll and yearly W-2 and 1099 forms
12. Update and maintain employee record for compensatory time, annual and sick leave
13. Process and maintain vehicle insurance claims
14. Coordinate Workers Compensation cases
15. Prepare first report of injury forms and forward to insurance company
16. Process and pay related medical bills
17. Communicate with insurance carrier on bills
18. Prepare bi-weekly Credit Union Report and disburse check
19. Maintain active & inactive personnel files
20. Prepare quarterly State and Federal taxes
21. Prepare Quarterly Unemployment Tax and Wage Report
22. Archive County records once per year
23. Reconcile 29 bank statements monthly

Required Training and Experience

High School or GED equivalency and at least five (5) years of progressive experience in administering employee benefit and payroll programs in a governmental setting to include preparing payroll on an automated system. Experience in benefits programs should include health, dental and worker compensation claims. Two of the five years of experience may be substituted by an Associate Degree in Accounting, Office Systems Technology, or a related field. Four of the five years of experience may be substituted by a bachelor's degree in accounting or Business Administration.

Applicants should apply at the Butler County Commission Office located at 202 Patsaliga Street, Greenville, AL 36037 Monday through Friday from 8 a.m. till 4 p.m. All applicants are requested to attach a resume, cover letter, and salary requirements upon applying for this position. Applicants may mail their applications to Butler County Commission P.O. Box 756, Greenville, AL 36037 or email their applications to butlercc@butlercoal.us

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