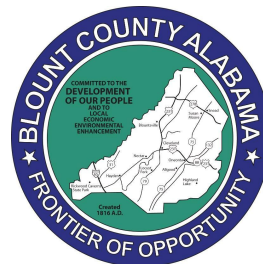


BLOUNT COUNTY COMMISSION
220 SECOND AVENUE EAST, SUITE 106
ONEONTA, AL 35121



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

Payroll Clerk

Opening Date: September 30, 2022

Closing Date: October 10, 2022

Job Type: Full Time

Status: Non-exempt

Location: County Commission Office

Salary: \$31,616.00- \$33,633.60 annually, in addition to benefits

Hours: 40 hours weekly

General Summary: This person works under the direction of the Human Resources Manager to perform general accounting duties and record keeping for payroll deductions and withholdings. Ideal candidate will be required to compute, process and reconcile all aspects related to payroll procedures, provide clerical support for the Commission Office (ex: answering phones and maintaining digital/paper files), and other duties as defined.

General duties include:

- Processes payroll for Blount County on a bi-weekly basis.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.

Requirements: A minimum of three years experience in accounting and bookkeeping. Knowledge of payroll taxes and strong communication skills are required. Must pass a pre-employment/post offer drug screen and a pre-employment/post offer medical examination.

Email resumes to : hdenney@blountcountyal.gov

BLOUNT COUNTY IS A DRUG FREE EQUAL OPPORTUNITY EMPLOYER