



Full-Time Opening for Deputy County Clerk –Payroll Dept

Closing Date: October 13, 2016

Salary range: \$32,000.00 - \$40,000.00 based on relevant experience

Seeking payroll professional with minimum of 3 – 5 years of experience processing a payroll for approx. 200 or more full and part-time employees: must demonstrate proficiency in all areas at the end of the training period in order to become Deputy County Clerk. Friendly personality, ability to work well with employees and knowledge of maintaining and creating excel spreadsheets a must as well as a background in payroll, accounts payable. Knowledge of AS400 preferred.

Duties will include scanning and indexing payroll and accounts payable. Learning all aspects of both Payroll and Accounts Payable systems to provide back-up to the finance department positions. Reconciliation of invoices for medical, dental, vision and life insurances plans. Work well in a team environment and perform other duties as requested.

Applicant must be personable and have great references.

Applicant considered for an interview must submit a resume and three professional references.

Jefferson Count is an Equal Opportunity employer. Application can be found at:

<http://www.jeffersoncountywv.org/home/showdocument?id=11339>

Please email required documents to: Gail Magaha, Chief Deputy Clerk:

gmagaha@jeffersoncountywv.org

Jennifer Maghan
Jefferson County Clerk