

**Full-Time Opening for Payroll Clerk**

**Closing Date: Friday, August 3, 2018**

**Salary: \$43,741.90 – \$46,315.71**

Seeking a payroll professional with minimum of 3-5 years of experience processing 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.

**Skills and Qualifications:** creating/maintaining excel spreadsheets and knowledge of payroll/accounts payable processes to include filing quarterly 941's, state withholdings and unemployment returns, reconcile invoices for medical, dental, vision, and life insurance plans to payroll deductions/benefits on a monthly basis and knowledge of Affordable Care Act filings. Must be able to analyze information, have accurate data entry skills, strong attention to detail, keep confidentiality, possess thoroughness, and have an understanding of general math, financial software systems and reports. Must have excellent verbal and written communication skills, work independently as well as be a team member and have a friendly personality.

High school diploma required. Bachelor's Degree in Accounting or related field preferred.

Applicant considered for an interview must submit a resume and three professional references to Nikki Painter via email to [npainter@jeffersoncountywv.org](mailto:npainter@jeffersoncountywv.org).