



## NACOGDOCHES COUNTY

### Job Opportunity

**Position:** Payroll Administrator

**Application Deadline:** December 21, 2018

**Department:** Office of the Treasurer

**Salary:** \$15.25 per hour, 30 hours per week

**Benefits:** Paid employee health insurance, vacation, sick leave and holidays  
Participation in the TCDRS retirement plan

#### **General Description:**

Under the direction of the County Treasurer this position is responsible for the accurate and timely processing of bi-weekly payrolls. Performs input and maintenance of payroll data. Reviews and ensures accuracy of approved timesheets. Calculates and enters wages and overtime. Enters and tracks employee leave, payroll deductions and benefit withholdings. Audits and reconciles payroll data and reports. Files quarterly reports with IRS and prepares annual W-2s. Responds to inquiries regarding payroll. Performs other duties as assigned.

#### **Knowledge, Skills & Abilities:**

- Knowledge of payroll processes and systems
- Knowledge of hourly wage and overtime computations
- Excellent verbal and written communication skills
- Excellent basic math skills
- Excellent attention to detail
- Strong problem solving and organizational skills
- Ability to follow instructions and perform duties independently and accurately
- Ability to meet strict deadlines
- Ability to maintain confidentiality
- Skill in using computers and standard office equipment
- Strong skill in using MS Word and MS Excel
- Strong keyboarding, data entry and 10-key skills

#### **Additional Information:**

- Worked performed indoors with some outdoor exposure
- Requires ability to sit for extended periods of time
- Requires ability to lift and carry up to 25 pounds
- Requires ability to see, speak and hear to interact with others
- Requires sufficient manual dexterity to operate computers and office equipment
- May be required to stoop, bend, reach, stretch and twist

#### **Qualifications:**

- Previous payroll experience required
- Graduation from High School or GED
- Accounting experience helpful

#### **Instructions:**

Submit a completed and signed Nacogdoches County Employment Application to the address below by 12/21/2018. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Human Resources Department  
Nacogdoches County  
101 W. Main St., Ste. 161  
Nacogdoches, TX 75961