



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Payroll Coordinator FY16-11 **DEPARTMENT:** Finance

ENTRY SALARY: \$16.06 – per hour, plus benefits **PAY GRADE:** 15

SUMMARY: Perform clerical and accounting related tasks to implement and coordinate County-wide payroll activities in compliance with Federal, State, and local tax regulations and government guidelines. Duties include entering all information related to employee payroll processing which may include personnel changes, payroll verification information, court orders, direct deposit agreements, tax and related information. Prepares annual payroll budget for the County. Prepares adjusting journal entries for fiscal year end closing. Prepares required reports for annual audit. Works with auditors during year end audit.

REQUIREMENTS: High school diploma or GED with vocational or technical school training in bookkeeping, accounting, or related field with a minimum of four years of experience in payroll processing or performing bookkeeping tasks; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

DESIRED QUALIFICATIONS: Four year college degree and/or APA Certification in related field.

DEADLINE FOR APPLICATIONS: 5:00 PM – August 10, 2015

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655

POSTED: 07/27/2015