



# 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: kfraser@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 FY16-58

**DEPARTMENT:** Finance

**ENTRY SALARY:** \$19.28 per hour, plus benefits

**PAY GRADE:** 15

**REQUIREMENTS:** 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, adjusting journal entries for fiscal year-end closing, and required reports for annual audit working with auditors during the year-end audit. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

**MINIMUM QUALIFICATIONS:** Requires a high school diploma or GED, with vocational or technical school training in accounting with a minimum of four (4) years experience in payroll processing tasks; or any combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

**PREFERRED EDUCATION:** Four year degree in accounting or finance, and American Payroll Association (APA) or other payroll certification.

**DEADLINE FOR APPLICATIONS:** 5:00 PM – March 7, 2016

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

**POSTED: 02/23/2016**