

CRAIGHEAD COUNTY JOB OPENING

PAYROLL CLERK

POSITION	Craighead County Clerk – Payroll Clerk
DATE OPENED	09/25/2023
FILING DEADLINE	10/04/2023
EMPLOYMENT TYPE	Full-Time
WORK LOCATION	County Clerk's Office, 511 Main Street, Jonesboro

JOB DESCRIPTION

Accurately processes payroll bi-weekly as dictated by the County Personnel Policy and communicates those pay dates with all elected officials and department heads. Processing of all various reports required by State and Federal Agencies; along with, the Association of Arkansas Counties and any FOIA requests that are received.

JOB RESPONSIBILITIES

- All duties of a deputy clerk.
- Ensures the reception of timesheets in the Time Sheet Program from Kronos software.
- Accurately processes payroll bi-weekly as dictated by the County Personnel Policy and communicates those pay dates with all elected officials and department heads.
- Process all insurance bills in a timely fashion, in addition to acting as the liaison between the County Clerk and Human Resources.
- Acts as the liaison between the County Clerk and all county employees as it pertains to payroll.
- Works directly with Human Resources concerning new hires, terminations, and promotions to ensure accurate records are maintained.
- Processing of all various reports required by State and Federal Agencies; along with, the Association of Arkansas Counties and any FOIA requests that are received.
- Maintains records and accuracy of all county employees in the payroll system for the accurate processing of W-2s at years end.
- Works closely with the Human Resources Manager.
- Perform any other duties as required or assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four-year college degree, plus 4 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS:

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SOFTWARE SKILLS REQUIRED

Mastery: Accounting, Payroll Systems

Advanced: 10-Key, Alphanumeric Data Entry, Database, Human Resources Systems, Excel, Word Processing/Typing

Intermediate: Contact Management

Basic: Presentation/PowerPoint

PHYSICAL ACTIVITIES

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to talk or hear; occasionally required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and color vision.

BENEFITS

Employment with Craighead County includes employer paid health insurance for the employee with the option to include dependents. You can also elect to enroll in dental coverage, vision benefits, life insurance, and flexible spending account but will be responsible to pay the full premium for these benefits. Employees receive a \$10,000 life insurance policy. The County uses APERS for its pension plan with the employee contributing a mandatory 5.5% and the County contributing 15.32%. Paid time off is accrued at .03 hours per hour paid for vacation and personal time. Vacation time can be taken after the 1st year of service. There are approximately 11 paid holidays per year.

FURTHER INSTRUCTIONS

Submit a resume via fax to (870) 933-4504 Attention: HR with the subject Payroll Clerk or by email to hr@craigheadcounty.org with the subject Payroll Clerk by the close of business on October 3, 2023. Please make sure you reference Payroll Clerk in your cover letter.

As an equal opportunity employer, Craighead County is committed to recruiting, retaining, and promoting employees who are reflective of the County's diversity.

We thank our Veterans for their service to our country and encourage them to apply.

Bilingual applicants are also encouraged to apply.