

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Human Resource Department, 7TH Floor, Room 705, of the Santa Fe Building, 900 S. Polk, or visit our website at www.co.potter.tx.us. Applicants will be interviewed only if they meet the necessary requirements and qualifications. The following requirements and qualifications are necessary to apply for the position:

FULL TIME PAYROLL ASSISTANT/HUMAN RESOURCES

JOB DESCRIPTION:

Assists with processing exception-based payrolls for 600 employees
Assists with formulating and entering all payroll exceptions and changes
Assists with entry and balance of semi-monthly payroll
Cross train for various functions of Human Resource Dept and provide back-up when required
Assists with TimeClock Plus time keeping system
Travel by personal vehicle to various County offices when required

SKILLS REQUIRED:

Must maintain confidentiality and work independently with minimal supervision
Ability to process a large payroll from start to finish including processing all payroll changes and exceptions including quarterly and year-end processes
Previous experience processing direct deposit payrolls is preferred
Excellent computer skills in Microsoft Outlook, Word, Excel and GemStone or other payroll processing software, as well as, TimeClock Plus or other time keeping software
Background knowledge of Federal and State laws regarding Human Resource issues including but not limited to FMLA, USERRA, FLSA, ADA, Payday Laws, Worker's Comp, unemployment, etc.
Excellent people skills in person and on the phone
Ability to prioritize and multi-task with minimal supervision
Ability to effectively communicate processes and procedures one on one or in a group setting both verbally and in writing
Must be a team player
Bilingual fluency may be granted preference

EDUCATION AND EXPERIENCE:

Some college preferred with some payroll experience with medium to large employer

PHYSICAL REQUIREMENTS:

The typical job function will require sitting or standing in an office environment with occasional moving of boxes up to 25 lbs.

STARTING SALARY: \$3,000.00 per month

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES