

IMMEDIATE OPENING

The Garland County Financial Management Department has an immediate opening for the positions of Payroll Administrator. The payroll administrator must ensure that all duties are handled professionally according to the County policies, State and Federal Law and in a manner that maintains optimum efficiency in the department. This position requires an individual that is accurate with numbers and is able to meet deadlines in a timely manner. The position is responsible for processing payroll and all associated federal, FICA and state reports in an accurate and efficient manner. The position is also responsible for reconciling bills and paying all insurances, health, dental, life, retirement, and supplemental insurance, relating to employees; and seeing that special record-keeping procedures are followed in regards to employee compensation and benefits.

The Payroll Administrator should possess good knowledge of accounting principles, good verbal and written communication skills, computer skills, typing and math skills; must also possess the ability to resolve accounting, accounts payable, and payroll problems independently. The Payroll Administrator should have knowledge of modern office practices, procedures, and equipment; knowledge of computerized accounting; the ability to perform duties with speed and accuracy, and must be able to work with other departments in a professional manner.

The position requires knowledge of the specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 6 years related experience and/or training, and 4 years related management experience, or equivalent combination of education and experience.

Applications and/or resumes will be accepted through Friday, August 11, 2017 and should be emailed to valerie@garlandcounty.org or mailed to GCHR, 501 Ouachita Ave., Ste. B-4, Hot Springs, AR 71901. Garland County is an EOE. No phone calls will be accepted.