

NOTICE TO THE PUBLIC

JOB POSTING

Payroll Clerk

Posted: 12/15/2021

End Date: 12/24/2021

The City of Monroe is now accepting applications for the position of Payroll Clerk. This position is responsible for entering payroll data, payroll processing and documentation; assisting with personnel issues related to employee's records, leave, etc.; and performing additional tasks as assigned.

Qualified applicants must:

- Have a high school diploma or general education degree (GED); or equivalent combination of related training and experience.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Have moderate knowledge of payroll and personnel requirements and practices.
- Have knowledge of basic accounting and bookkeeping practices.
- Have knowledge of computerized financial and payroll systems.
- Have knowledge of relevant federal & state tax laws, rules, and regulations.
- Have skill in maintaining trust relationships with employees, listening, and assisting as appropriate.
- Have skill in organizing and prioritizing.
- Have skill in using such office equipment as personal computers, calculators, typewriters, facsimile machines, and copiers.
- Have ability to focus on accuracy, be dependable, accept responsibility, and maintain confidentiality.
- Have skill in performing mathematical calculations

The City of Monroe offers a comprehensive benefit package. Salary range for this position is from \$30,000 to \$41,000. Actual starting salary within this range is dependent upon applicant's qualifications. ***Direct Deposit is a requirement.*** Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at www.monroega.com (under Government/Job Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.