

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

Office Memorandum

JOB NOTICE

DATE: April 27, 2018
FROM: Joe Bucci, Chief of Personnel
POSITION: Payroll Specialist
PAY SALARY: \$30,262 – \$48,420 annually
REPORTS TO: Finance Controller
DEADLINE TO APPLY: May 7, 2018 at 8 a.m.

The Sheriff is posting a notice of opportunity for the position of Payroll Specialist.

Specific duties may include, but are not limited to:

- Prepare payroll and create payroll checks in accordance with General Orders.
- Create all reports generated when payroll is processed.
- Prepare necessary payments relating to payroll (taxes, garnishments, deductions, etc.).
- Provide employment verifications.
- Maintain W-4's and W-2's.
- Prepare quarterly social security reports and Internal Revenue Service 941 reports.
- Performs additional duties as deemed necessary.

Skills, knowledge and abilities for this position: Excellent computer skills including Microsoft Excel, Word and Access. Ability to handle sensitive information in a confidential and professional manner. Working knowledge of accounting and bookkeeping practices. Excellent data input skills with a superior level of accuracy.

Minimum qualifications: High school graduate or equivalent. Type 30 cwpm. Minimum of 2-3 years of bookkeeping or payroll experience

If you are interested in this position, please send your completed application and resume to apply@claysheriff.com by the deadline date.

Thank you.

Equal Employment Opportunity Employer

Our Community, Our County, Our Responsibility...
We're All In This Together