



TYRRELL COUNTY GOVERNMENT

P.O. BOX 449
108 SOUTH WATER STREET
COLUMBIA, NC 27925

PHONE: 252.796.1371
FAX: 252.796.1188

JOB OPENING

PAYROLL SPECIALIST

Job Requirements:

The Payroll Specialist performs governmental work processing payroll in the County Finance Office. Work includes a variety of accounting task processing the County's payroll. Duties include verifying that time and leave records comply with County policies and FLSA regulations; entering work time for part-time employees; entering leave; interpreting and applying the County's personnel and payroll policies to unusual situations; computing and issuing the payroll and producing a variety of payroll records and related reports including monthly tax and fringe benefits reports. Work involves applying established fiscal procedures, principles of bookkeeping, and personnel policies and procedures to the duties performed. Frequent contact is maintained with departmental employees, and supervisors. Independent judgment and initiative are required in the performance of duties. Work is performed under the supervision of the Human Resources Benefit Specialist, Finance Director, and the County Manager and is evaluated through conferences, accuracy and completeness of payroll, and by independent audit of financial records. Performs related work as required. Graduation from a college or university with a Associate's degree in accounting, business or related field and considerable experience in accounting and payroll in the public sector, or an equivalent combination of training and experience.

Hours of Work:

Work week is traditionally 35 hours. This position is salary commensurate with flex time options.

Application Process:

Applicants for this position should complete the Tyrrell County job application and submit it to: Terry Somers, Tyrrell County Government, PO Box 449, Columbia, NC 27925. The application is located on the County's web site at www.tyrrellcounty.org or may be obtained by contacting the County Finance Office at 252.796.1371 or 108 South Water Street, Columbia, NC. Equal Opportunity Employer/ADA/Equal Access.