



JOB OPENING

JOB TITLE:	Payroll Coordinator
POSTING DATE:	8/20/2025
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Finance/Accounting
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Regular Full-Time
START DATE & WORK SCHEDULE:	ASAP Monday - Friday, 8:30 am – 4:30 pm, overtime as needed
PAY RATE:	\$60,566 – \$69,321
PREVIOUS WORK EXPERIENCE:	Two to three years of work experience as an Account Clerk II or equivalent. Previous payroll and governmental accounting experience preferred.
EDUCATION:	Associates degree or higher in Business, Finance or Accounting related major.
SPECIAL SKILLS & TRAINING:	Proficient in use of Microsoft Office applications, especially Word and Excel. Experience using BS&A preferred. Must demonstrate ability to perform job functions accurately, confidentially, and in an organized manner. Must exhibit good oral and written communication skills and be able to work with minimal supervision.
BASIC RESPONSIBILITIES:	Performs a variety of complex payroll, record, and account keeping tasks to assist in maintaining a uniform accounting and payroll system, and other functions and services of the Accounting Division in the Finance Department. Assists with special assignments and other duties as required.
HOW TO APPLY:	All candidates must complete an online application . Please create an account and apply online for consideration.

EQUAL OPPORTUNITY EMPLOYER