



MUSKEGON COUNTY
invites applications for the position of:

PAYROLL SPECIALIST

SALARY: \$18.13 - \$26.17 Hourly

OPENING DATE: 12/03/21

CLOSING DATE: 12/17/21 05:00 PM

DESCRIPTION OF WORK:

The Payroll Specialist is responsible for all payroll functions ensuring that all employee payroll payments accurately reflect work hours, wages and deductions. An employee in this class, under the general supervision of higher-level departmental personnel, performs challenging clerical and technical account keeping tasks in compliance with well-established departmental policies and procedures. A Payroll Specialist prepares and processes the County's bi-weekly, monthly and special payrolls. An employee in this class maintains and updates payroll records and prepares required payroll reports.

REQUIRED MINIMUM ENTRANCE QUALIFICATIONS:

Have a minimum of an Associate's Degree from an accredited college or university with major course work in Accounting or a closely related field; **AND**

Have a minimum of three (3) years full-time increasingly responsible work experience in payroll processing for a large organization including preparing journal entries and account reconciliations.

PHYSICAL CONDITIONS / WORK LOCATION:

PHYSICAL ACTIVITIES

An employee in this class performs generally sedentary work activities requiring the occasional lifting of objects weighing up to thirty-five (35) pounds.

ENVIRONMENTAL CONDITIONS

An employee in this class works in a variety of office settings.

ADDITIONAL INFORMATION:

EVALUATION CONTENT

The selected candidate must take a post-offer medical examination (including back screen and complete physical) and drug screening test given by a County appointed physician before the first day of employment. An offer of employment is contingent upon the results of the medical examination and drug screening test. Applicants for County employment may be subject to a post-offer criminal background check, depending on the nature and assignment of the position. When such check is conducted, an offer of employment is contingent upon the results of the criminal background check. Appointees must satisfactorily complete a probationary period before the appointment will be considered permanent.

APPLICANT REVIEW PROCEDURE

Any applicant is entitled to a review of any determination or action taken by the County regarding the applicant's employment application. Inquiries should be directed to the County Human Resources Department.

PURPOSE

The purpose of this recruitment is to establish an eligible list from which to fill present and future vacancies in this classification in the County system. For each opening, the Department Head has her/his choice of the candidates who meet the required minimum entrance qualifications. This list remains in effect for three months unless exhausted or extended.

MUSKEGON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

MUSKEGON COUNTY HAS ADOPTED A VETERANS PREFERENCE POLICY THAT RECOGNIZES QUALIFYING MILITARY SERVICE

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/Muskegon>

Position #2021-00997
PAYROLL SPECIALIST
SH

97 E. Apple Avenue
Suite 110
Muskegon, MI 49442
877-521-5627

houghsa@co.muskegon.mi.us
