

# **PAYROLL CLERK**

The City of Holly Springs is accepting applications to fill the position of Payroll Clerk.

## **Position Summary**

The purpose of this position is to perform all payroll related duties and provides assistance to the city clerk as needed.

## **Responsibilities**

- Responsible for preparation and processing of payroll on a biweekly basis
- Processes fiduciary checks as needed
- Accepts monies from court clerk, police fines, privilege licenses and building permit payments for deposit
- Receipts monies collected at the city clerks' window
- Prepares monthly and yearly payroll reports in a timely manner
- Protects the city's value by keeping employees' information confidential
- Records monies receipted into the Accounts Receivable warrant book
- Responsible for calculation payroll, overtime and holiday pay
- Responsible for collecting timekeeping information
- Prepares minutes for adoption by Board of Aldermen
- Provides assistance to city as needed
- Backup for accounts payable clerk
- Perform other duties as directed

## **Requirements/Knowledge**

- Bachelor's degree is preferred
- At least two years of experience is recommended
- Excellent communications skills both written and oral
- Accounting and bookkeeping principals preferred
- Communicate effectively with citizens, city personnel and other city administrators
- Attention to detail

Interested applicants should mail or hand deliver a copy of a completed employment job application and resume' to: Yolanda Carter, Human Resource Director, 160 S. Memphis St, Holly Springs, MS 38635 Applications are available online at [www.hollyspringsms.gov](http://www.hollyspringsms.gov) and the Human Resource Department.

**THE CITY OF HOLLY SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER**