

COUNTY OF IONIA
(Pending Board Approval)
Position Opening

Title: **Payroll Clerk**

Starting Pay: Grade 8- \$16.36/hour (37.5 hours weekly)

Location: Ionia County

Minimum Qualifications: Three years of payroll experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job; skill in dealing with others in person-to-person relationships; tact in dealing with the public; and the ability to maintain confidentiality. Knowledge of BS&A software is helpful.

General Summary: Coordinates and processes payroll in BS&A software and all related payroll functions, maintaining appropriate payroll records, coordinates Employee Benefits.

Please send an application, résumé and cover letter to:

Ionia County Administration Building
(Old District Court Building-3rd Floor)
101 West Main Street
Ionia, MI 48846

Applications available online at ioniacounty.org
Applications will be accepted until 3 p.m. on April 22, 2019.
Ionia County is an equal opportunity employer.