

COUNTY OF IONIA  
Position Opening

Title: **Payroll Clerk**

Starting Pay: Grade 8- \$16.52/hour (40 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, resume and cover letter to:

Ionia County Administration Building  
101 West Main Street  
Ionia, MI 48846

Or email application to [payroll@ioniacounty.org](mailto:payroll@ioniacounty.org)

Posting will remain open until January 7, 2021 at 4:00 p.m.

**Ionia County is an Equal Opportunity Employer**