

## **PAYROLL CLERK - REVENUE & FINANCE**

Lackawanna County is seeking a Full-Charge Payroll Clerk in the Revenue & Finance Department. Hours are Monday – Friday, 8:30A-4:30P and is full-time. This position is responsible for working in the County's Integrated Payroll System and reports directly to the Director of Administrative Services/CFO.

### **Responsibilities will include:**

Bi-Weekly Payroll processing from import of hours to the printing of all payroll checks and direct deposits.

Employee Maintenance update to the New World Payroll System including new employees, payroll deductions, direct deposit maintenance, tax changes, address changes, as well as the annual pay raise processing.

Receive inquiry calls from departments with regard to department payroll hours entry process.

Receive inquiry calls from employees with regard to payroll check issues, and benefit time questions.

Generate department payroll reports upon request and implementation and maintenance of Time and Attendance System.

Other duties, as assigned.

### **Education and experience:**

The successful candidate will possess a High School diploma or GED and have recent payroll experience. Knowledge of Federal, State and Local tax filing and year-end payroll W-2 processing and reporting is required. Aptitude in Microsoft Excel, Word and Outlook is also essential. A strong work ethic in order to meet department deadlines is vital.

Please submit your letter of interest, resume, application and references no later than December 22, 2010 to:

Analyst for Human Resources  
Lackawanna County Administration Building  
200 Adams Avenue, 6<sup>th</sup> Floor  
Scranton, PA 18503  
Email: [petersens@lackawannacounty.org](mailto:petersens@lackawannacounty.org)

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