

Payroll Clerk

We are currently seeking an experienced **Payroll Clerk** to join our team in our **Morgantown, WV 26505** location.

Who We Are:

Office of the Monongalia County Clerk - Monongalia County is a county in the U.S. state of West Virginia. As of the 2010 census, the population was 96,189, making it West Virginia's third-most populous county. Its county seat is at Morgantown. The county was founded in 1776. Monongalia County is included in the Morgantown, WV Metropolitan Statistical Area, and is the largest county in North-Central West Virginia. **To learn more about us, please visit us at www.monongaliacountyclerk.com**

About the Role:

This position is responsible for compiling and recording employee time and payroll data. May compute and post wages and deductions and prepare paychecks. It is a full-time (40 hours), non-exempt position. Normal office hours are Monday from 9:00 a.m. to 7:00 p.m. EST and Tuesday-Friday 9:00 a.m. to 5:00 p.m. EST.

What you'll do:

Core duties and responsibilities include the following. Other duties may be assigned

- Process and issue employee paychecks and statements of earnings and deductions.
- Compute wages and deductions and enter data into computers.
- Review time sheets, wage computation and other information to detect and reconcile payroll discrepancies.
- Compile employee time and payroll data from time sheets and other records.
- Process paperwork for new employees and enter employee information into the payroll system.
- Assist other County Clerk Office departments as needed

Our Perfect Candidate

Education and Experience:

- High school diploma or equivalent
- 3-5 years of relevant work experience
- Experienced in ADP Workforce Now Payroll System and employee portals
- Maintain employee's payroll files
- Experienced in the following areas: timecard reconciliation, worker's compensation; benefit invoice reconciliation; open enrollment; onboarding; retirement reporting; quarterly reporting; unemployment, multiple worksite; federal/state tax withholdings; worker's compensation audits; W2 processing, completion of government surveys and benefit enrollments
- Other items to be experienced in are: I-9; garnishments; family medical leave; manual checks; 1094/1095-C; taxable fringe benefits; social security verification and payables
- Must have reliable transportation
- Experience in politically complex situations

Required Abilities and Skills:

- Strong interpersonal, verbal, and written communication skills
- Ability to handle confidential documents
- Ethical conduct
- Time management skills to prioritize and meet deadlines
- You are highly organized with outstanding attention to detail
- Ability to work independently and as a member of a team
- Flexibility to work in a changing environment
- Ability to thrive in a fast-paced environment
- Ability to work overtime when needed both during the week and on weekends.
- Proficiency in Microsoft Office Applications including Excel, PowerPoint, and Word

Company Offers:

- Competitive salary will commensurate with experience and education
- Comprehensive benefits package available: health insurance, vision/dental insurance, defined benefit retirement plan and paid parking

To Apply:

Please submit your cover letter, and resume to:

**Monongalia County Clerk's Office
243 High St. Rm 123
Morgantown, WV 26505**

We are an Equal Opportunity Employer!

Application and Background Screening will be required

Keywords:

Accounting Technician, Human Resources Assistant (HR Assistant), Payroll Administrator, Payroll Assistant, Payroll Clerk, Payroll Coordinator, Payroll Manager, Payroll Representative, Payroll Specialist, Payroll Technician

Account Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Payable Specialist, Accounts Payables Clerk, Accounts Receivable Clerk