

The City of Monticello is now accepting applications/resumes for the position of Payroll Clerk/2nd Deputy. Applications may be picked up at the Clerk Treasurer's Office at 124 W Washington St, Monticello, IN 47960. Please send or drop off your application and resume no later than Tuesday, April 18, 2023 by 4:00 pm. Qualifications include: High School diploma or GED, must be 18 years or older. Ability to work independently and with others. Working knowledge of standard bookkeeping and office procedures and computer software programs including Microsoft office and excel with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations. Ability to prepare correspondence and written reports as required and maintain accurate files.

Some of the responsibilities for this fulltime position include processing employees' paychecks by collecting data and timesheets. This includes verifying work hours, issuing deductions from wages and updating records regularly. Preparing insurance and tax vouchers, and filing State and Local taxes. Processing W-2's and 1099's. Assist and perform other related duties as assigned. Attend meetings in absence of Clerk-Treasurer, recording and transcribing minutes as appropriate. Attend workshops when required. Must be able to interact with and direct phone calls or visitors to appropriate department.

This position has a salary range based on experience. Benefits include, health insurance (80% premium paid by the City), Long Term Disability, Basic Life Insurance. Vision and Dental insurance available at discounted cost. City sponsored HSA account, paid holidays, vacation, and sick days.

The City of Monticello is an Equal Opportunity Employer.